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OCCUPATIONAL SURVEY REPORT

OPERATIONS

AFSC 3E6X1

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**OCCUPATIONAL ANALYSIS PROGRAM
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON
AIR EDUCATION AND TRAINING COMMAND
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PREFACE

This report presents the results of an Air Force Occupational Survey of AFSC 3E6X1, Operations career ladder. Authority to conduct occupational surveys is contained in AFI 36-2623. Copies of this report and pertinent computer printouts are distributed to the Air Force Functional Manager, the operations training location, all major using commands, and other interested operations and training officials.

First Lieutenant Todd Osgood developed the survey instrument. Dr. Robert M. Yadrick analyzed the data and wrote the final report. Mr. Tyrone Hill provided computer programming support and Ms. Dolores Navarro provided administrative support. Lieutenant Colonel Roger W. Barnes, Chief, Airman Analysis Section, Occupational Analysis Flight, Air Force Occupational Measurement Squadron, reviewed and approved this report for release.

Additional copies of this report can be obtained by writing to AFOMS/OMYXI, 1550 5th Street East, Randolph AFB Texas 78150-4449, or by calling DSN 487-5543. For information on the Air Force occupational survey process or other on-going projects, visit our web site at <http://www.omsq.af.mil>.

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SUMMARY OF RESULTS

1. **Survey Coverage:** The Operations career ladder, AFSC 3E6X1, was surveyed to gather data needed to guide the development and evaluation of training and support planned changes within this career ladder. This survey includes all three components – Active Duty (AD), Air National Guard (ANG), and Air Force Reserve Component (AFRC).
2. **Career Ladder Structure:** Structure analysis identified three clusters and two jobs: General Operations Cluster; Readiness Logistics and Supply Cluster; PRIME BEEF/Mobility Cluster; WIMS Network Administration Job; and Q/A Evaluator Job.
3. **Career Ladder Progression:** This is a lateral career field at present, with entry into the career field limited to personnel already holding another Civil Engineering (3E) AFSC (plans for this career field to become non-lateral in the near future are being finalized as this OSR is published). The initial technical training school is located at Sheppard AFB, TX. The J3ALR3E631-007 Operations Journeyman course is 5 weeks long. AFSC 3E6X1 AD personnel follow an atypical career progression pattern that includes a decrease in technical task performance and an increase in supervisory performance as members progress through the 7- and 9-skill levels, although most personnel continue to perform technical tasks at relatively high levels throughout and few move into exclusively supervisory/managerial jobs.
4. **Training Analysis:** Matching survey data to the AFSC 3E6X1 Specialty Training Standard (STS) was not performed due to an impending, extensive revision to the STS.
5. **Job Satisfaction Analysis:** Overall, AFSC 3E6X1 AD members in the 1-48 months Time in Career Field (TICF) category were substantially less satisfied with their jobs, according to such indicators as expressed job interest, perceived use of talents and training, and sense of accomplishment, compared to members of other Support AFSCs surveyed in 1998. Members in the 49-96 and 97+ months TICF categories were somewhat less satisfied with their jobs than members of the comparison group, according to the same set of indicators. The only exception was seen with reenlistment intentions, which were essentially equal to the comparable sample among all TICF groups.

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**OCCUPATIONAL SURVEY REPORT (OSR)
OPERATIONS CAREER LADDER
(AFSC 3E6X1)**

INTRODUCTION

This is a report of an occupational survey of the Operations career ladder, conducted by the Occupational Analysis Flight, Air Force Occupational Measurement Squadron (AFOMS). This report ensures that current data are available for use in guiding the development and evaluation of training and support planned changes within this career ladder. This survey includes all three components – Active Duty (AD), Air National Guard (ANG), and Air Force Reserve Component (AFRC) – in a single study. This is the first OSR for this single Air Force Specialty Code (AFSC). The previous OSR was completed in March 1995 when the career field was named Operations/Readiness, with AFSCs 3E6X1/3E9X1. The Readiness career field has since been split off from Operations, and the current Job Inventory (JI) reflected this.

As described in AFMAN 36-2108, *Airman Classification*, dated 31 October 1998, members of the 3E6X1 career field are responsible for activating and managing Civil Engineer (CE) command and control centers during wartime, contingencies, and local emergencies. They also process and control work requirements in contingency, wartime, and peacetime situations for work performed by CE work forces. They also maintain accountability of resources.

This is a lateral career field at present, with entry into the career field limited to personnel already holding another Civil Engineering (3E) AFSC (plans for this career field to become non-lateral in the near future are being finalized as this OSR is published). The initial technical training school is located at Sheppard AFB, TX. The J3ALR3E631-007 Operations Apprentice course is 5 weeks long and provides training for work force managers in processing and scheduling concepts for work requests, work orders, and direct scheduled work orders; analysis of data to determine the efficiency and effectiveness of the work force; and customer relations. The Community College of the Air Force awards 10 credit hours upon course completion.

Entry into AFSC 3E6X1 requires an Armed Forces Vocational Aptitude Battery score of General 43 and the Strength requirement of "G" (Weight life of 40 lb.).

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SURVEY METHODOLOGY

Inventory Development

The data collection instrument for this occupational survey was USAF JI OASN 2366, dated January 1999. A tentative task list was prepared following review of the previous task list supplemented by pertinent career ladder publications through interviews with 5 Subject-Matter Experts (SMEs) at three operational bases and one training base. The inventory contains 338 tasks grouped into 10 duty areas, as well as questions concerning job title; number of people supervised; courses completed; time in career field and present job. It also includes items on job satisfaction; workcenter, AFSC lateral conversion; base and command to which assigned; main work or functional area; equipment and material items operated, and disaster threats.

<u>BASE</u>	<u>REASON FOR VISIT</u>
Sheppard AFB TX	Technical Training School
Eglin AFB, FL	Red Horse Squadron
Davis-Monthan AFB, AZ	Representative ACC Base
Wilford Hall, Lackland AFB, TX	Self-contained representation of career field

Others contacted included the Air Force career field manager, major command (MAJCOM) functional managers, career field CDC writer, ABR course manager and course supervisor, and AETC Training Manager. The resulting JI contained the comprehensive task listing, as well as biographical and background sections requesting such information as job title, work or functional area, base of assignment, MAJCOM, and organizational level. Respondents were also asked to provide information concerning their primary and duty AFSCs, grade, time in present job (TIPJ), total active federal military service (TAFMS), and time in career field (TICF). Finally, there were also questions regarding their job satisfaction, training courses completed, the AFSC from which they had converted to 3E6X1, equipment or material items operated, and disaster threats they had dealt with in their present job.

Survey Administration

From January 1999 through April 1999, base training offices at operational bases worldwide, and Air National Guard (ANG) and Air Force Reserve Component (AFRC) units, administered the inventory to all eligible DAFSC 3E6X1 personnel. All assigned 3-, 7-, and 9-skill level members were eligible, excluding the following: (1) hospitalized personnel; (2) personnel in transition for a permanent change of station; (3) personnel retiring within the time the inventories were administered to the field; and (4) personnel who had been in their present jobs for less than six weeks. Participants were selected from a computer-generated mailing list obtained from personnel data tapes maintained by Air Force Personnel Center, Randolph AFB TX.

Each respondent first completed the identification and biographical/background information sections, then checked each task performed in his or her present job. After checking the tasks performed, each individual rated those tasks he or she had checked on a 9-point scale showing relative time spent on that task, compared to other tasks performed. The ratings ranged from 1 (very small amount time spent) to 9 (very large amount time spent).

To determine relative time spent for each task, all of the incumbent's ratings are assumed to account for 100 percent of time spent on the job and are summed. Each task rating is then divided by the total task ratings and multiplied by 100 to provide a relative percentage of time spent on each task.

Survey Sample

All eligible members were surveyed in an effort to ensure that the sample reflected an accurate representation across MAJCOMs and paygrades. Table 1 shows the distribution of the survey sample by MAJCOM, while Tables 2, 3, and 4 reflect the survey distribution by paygrade groups for AD, ANG, and AFRC personnel, respectively. All additional tables referenced in the text of this OSR (Tables 5 through 48) can be found in Appendix B.

Task Factor Administration

Job descriptions alone do not provide sufficient data for making decisions about career ladder documents or training programs. Task factor information is needed for a complete analysis of the career ladder. To obtain the needed task factor data, selected senior AFSC 3E6X1 personnel (generally E-6 or E-7 craftsmen) also completed a second booklet for either training emphasis (TE) or task difficulty (TD). The TE and TD disks were processed separately from the JIs. This information is used in a number of analyses discussed in more detail within this report.

Training Emphasis (TE). Training emphasis is defined as the degree of emphasis that should be placed on each task for structured training of first career field job personnel. Structured training is defined as resident technical schools, field training detachments, mobile training teams, formal on-the-job training (OJT), or any other organized training method. Twenty experienced AFSC 3E6X1 AD noncommissioned officers (NCOs) rated the tasks in the inventory on a 9-point scale ranging from 1 (extremely low) to 9 (extremely high training emphasis). Overall agreement among these raters was very good. The average TE rating for this study is 2.54, with a standard deviation of 2.43. Tasks with a TE rating of 4.97 or greater are considered important to train new AFSC 3E6X1 personnel to perform.

Task Difficulty (TD). Task difficulty is defined as the amount of time needed to learn to perform each task satisfactorily. Twenty-six experienced AFSC 3E6X1 NCOs rated the difficulty of the tasks in the inventory using a 9-point scale ranging from 1 (extremely low difficulty) to 9 (extremely high difficulty). Interrater agreement among these respondents was likewise very good. TD ratings are normally adjusted so that tasks of average difficulty have a value of 5.00 and a standard deviation of 1.00. Any task with a difficulty of 6.00 or greater is therefore considered difficult to learn.

When used in conjunction with the primary criterion of percent members performing, TE and TD ratings can provide insight into the appropriate training requirements for personnel in their first career field job. Such insights may suggest a need for lengthening or shortening portions of instruction supporting AFSC entry-level jobs.

TABLE 1

MAJCOM REPRESENTATION OF TOTAL SAMPLE

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED*</u>	<u>PERCENT OF SAMPLE</u>
AMC	5	5
ACC	10	13
USAFE	7	10
PACAF	9	8
AETC	4	7
AFSPC	3	5
AFMC	5	5
AIA	2	2
ANG	39	30
AFRC	13	13
OTHER**	3	2
TOTAL ASSIGNED		789
TOTAL ELIGIBLE		694
TOTAL IN SAMPLE		331
PERCENT OF ASSIGNED IN SAMPLE		42%
PERCENT OF ELIGIBLE IN SAMPLE		48%

* As of January 1999

** OTHER includes: USAFA; EUR; AFDW; AFOSI; ELM; CENTC; 11Wg; AFTAC; ZBE; AWS; AFSOC; AFCES; and 7THCG

TABLE 2
PAYGRADE DISTRIBUTION OF
AD SAMPLE

<u>PAYGRADE</u>	<u>PERCENT OF ASSIGNED*</u>	<u>PERCENT OF SAMPLE</u>
E-4	12	15
E-5	41	47
E-6	25	21
E-7	17	13
E-8	5	4
E-9	0	0

* As of June 1999

TABLE 3
PAYGRADE DISTRIBUTION OF
ANG SAMPLE

<u>PAYGRADE</u>	<u>PERCENT OF ASSIGNED*</u>	<u>PERCENT OF SAMPLE</u>
E-3	**	0
E-4	2	1
E-5	13	13
E-6	21	23
E-7	38	37
E-8	25	26
E-9	0	0

* As of January 1999

** Denotes less than 1%

TABLE 4
PAYGRADE DISTRIBUTION OF
AFRC SAMPLE

<u>PAYGRADE</u>	<u>PERCENT OF ASSIGNED*</u>	<u>PERCENT OF SAMPLE</u>
E-4	2	2
E-5	16	14
E-6	35	33
E-7	26	25
E-8	18	19
E-9	3	7

* As of January 1999

CAREER LADDER STRUCTURE

The first step in the analysis process is to identify the structure of the career ladder in terms of the jobs performed by the respondents. The Comprehensive Occupational Data Analysis Program (CODAP) assists by creating an individual job description for each respondent based on the tasks performed and relative amount of time spent on these tasks. The CODAP automated job clustering program then compares all the individual job descriptions, locates the two descriptions with the most similar tasks and time spent ratings, and combines them to form a composite job description. In successive stages, CODAP either adds new members to this initial group or forms new groups based on the similarity of tasks and time spent ratings.

The basic group used in the hierarchical clustering process is the Job. When two or more jobs have a substantial degree of similarity in tasks performed and time spent on tasks, they are grouped together and identified as a Cluster. The job structure resulting from this grouping process (the various jobs within the career ladder) can be used to evaluate the changes that have occurred in the AFSCs since the previous OSR. The above terminology will be used in the discussion of the AFSC 3E6X1 career ladder.

Overview of Specialty Jobs

Based on the analysis of tasks performed and the amount of time spent performing each task, three clusters and two jobs were identified within the Operations career ladder. Figure 1 shows the jobs performed by AFSC 3E6X1 personnel, and a description of the career ladder structure follows.

A listing of the clusters and jobs is provided below. The stage (STG) number shown beside each title references computer-printed information; the letter "N" represents the number of personnel in each group.

I. GENERAL OPERATIONS CLUSTER (STG020, N = 257)

- A. Centralized Production Control
- B. Heavy Repair Controller
- C. Zone Controller
- D. Self-help Controller
- E. Service Call Desk Person
- F. Readiness
- G. Superintendent

II. READINESS LOGISTICS AND SUPPLY CLUSTER (ST034, N = 12)

- A. PRIME BEEF Readiness
- B. Readiness Logistics and Supply

III. PRIME BEEF/MOBILITY CLUSTER (STG036, N = 22)

- A. Disaster Preparedness
- B. PRIME BEEF Trainer
- C. Site Developer

IV. WIMS NETWORK ADMINISTRATION JOB (STG077, N = 3)

V. Q/A EVALUATOR JOB (STG067, N = 3)

The respondents forming these groups account for 90 percent (297 out of 331) of the survey sample. The remaining 10 percent were performing tasks that did not group clearly with any of the other defined jobs.

**IDENTIFIED JOB STRUCTURE AND PERCENTAGES OF
TOTAL SURVEY SAMPLE**

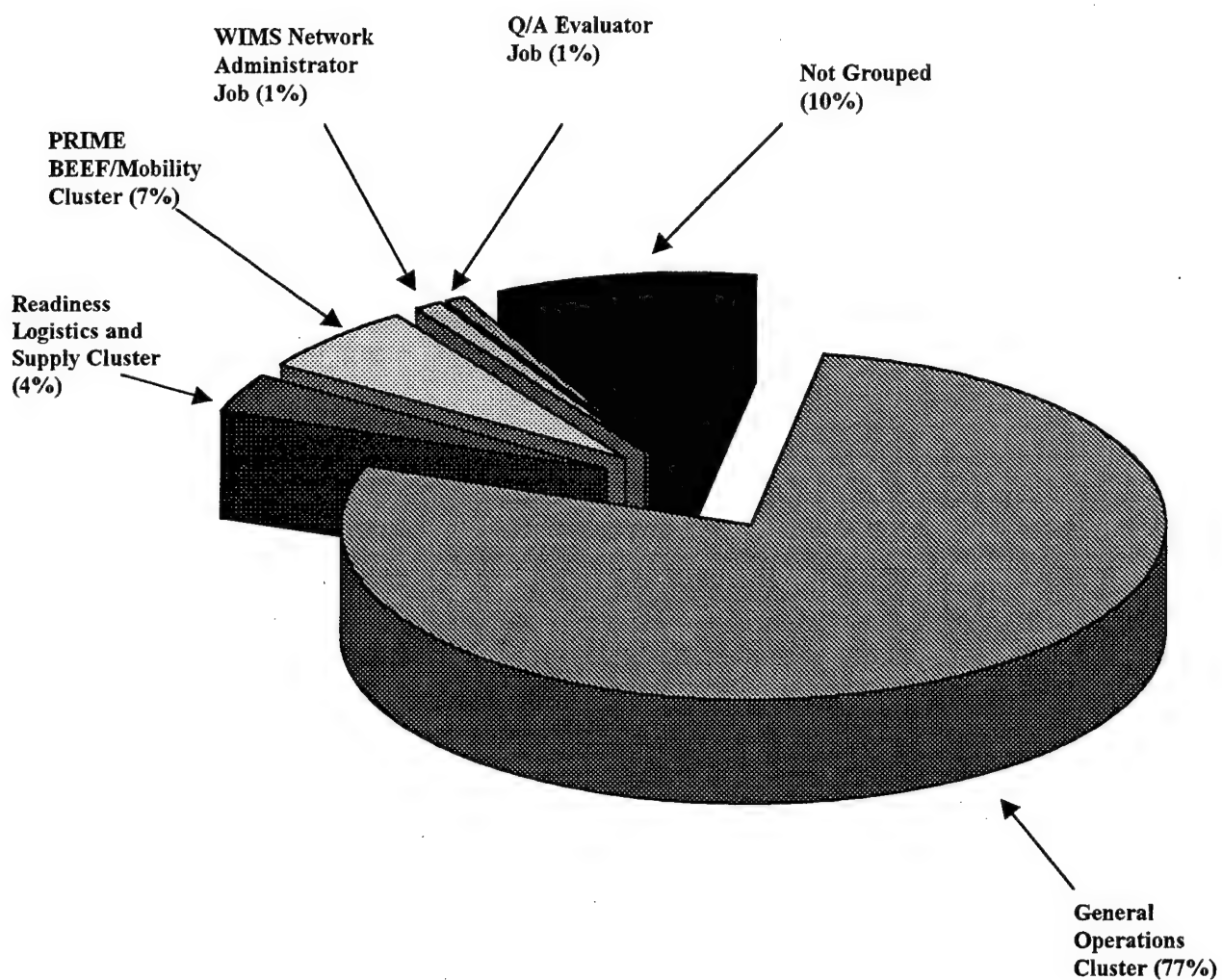


FIGURE 1

Group Descriptions

The following paragraphs contain brief descriptions of the three clusters and two jobs identified through the career ladder structure analysis. Tables in Appendix A list representative tasks performed by these clusters and jobs. Table 5 (Appendix B) displays time spent on duties by all the members of these career ladder jobs, while Tables 6, 7, and 8 give the same information for AD, ANG, and AFRC personnel, respectively. Table 9 provides demographic information for each cluster and job discussed within this report, while Tables 10, 11, and 12 provide demographic information for AD, ANG, and AFRC groups, respectively.

When TIPJ and TICF data are given in the group descriptions below, information concerning ANG and AFRC is not included because these personnel measure accrued time differently from AD personnel.

Another way to illustrate these jobs is to summarize tasks performed into groups of Task Modules (TMs). This allows for a very concise display of where job incumbents spend most of their time and develops a comprehensive overview of each job. Each cluster/job description includes a display of related TMs. This display shows the number of tasks included in a module, the average percent time spent on that module, and an average percent of members performing the particular TM. These modules were identified through CODAP copformance clustering, which calculates the probability that members who perform one task will also perform a second task or group of related tasks. Representative TMs are listed as part of the job description. A complete list of TMs is presented in Appendix C.

I. GENERAL OPERATIONS CLUSTER
(STG020). The 257 members of this cluster comprise 77% of the career field. The cluster is relatively homogeneous, although seven distinct jobs are identifiable within the cluster. These jobs will be discussed below. Considerable overlap exists between the duties in which these members spend the bulk of their work time. Distinguishing among the various jobs, therefore, is more a matter of examining the mixture of time spent within duties and particular tasks performed within duties than of finding sharp distinctions between the types of work they perform. Members perform an average of 108 tasks, spending 23 percent of their time Performing Workforce Management Activities (Duty D), 17 percent of their time Performing Zonal or Customer Service Activities (Duty B), 15 percent of their time on Duty G tasks (Performing Management and Supervisory Activities), and another 13 percent of their time on Duty E tasks (Performing Mobility and Contingency Activities). Thirty-one percent (79 members) are ANG

GENERAL OPERATIONS CLUSTER			
	AD	ANG	AFRC
Number of members	152	79	26
Average number of tasks performed	91	123	158
Average time in present job	3.1 yrs	N/A	N/A
Average time in career field	8.4 yrs	N/A	N/A
Predominant paygrade	E-5	E-7	E-6

and another 10 percent (26) are AFRC. Thirty-five percent hold paygrade E-5, 21 percent hold E-6, 23 percent hold E-7, and 12 percent hold E-5.

Representative tasks for this cluster include the following:

- Brief status of requested work to customers
- Establish or operate damage control centers (DCCs)
- Determine classification of work orders
- Log and control damage reports, including service call functions
- Assign control numbers to work requests, such as work orders or DSW orders
- Brief customers on work requirements
- Fire weapons, such as 9mm pistols or M-16 rifles
- Perform self-aid and buddy care
- Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles
- Process written requests
- Prepare written requests

Representative TMs for this cluster include the following:

TM	Module Title	No. of Tasks	Percent Time Spent	Percent Members Performing
0001	Controlling	21	21	65
0004	Readiness	64	20	41
0003	Production Control	63	16	28
0002	Scheduling	22	14	55

Cluster members therefore spend over 70 percent of their work time performing tasks in these, the core task modules for this specialty.

Slightly more than half the members of this cluster (130) are grouped together in the Centralized Production Control Job. These members perform an average of 148 tasks, including some mobility/contingency and supervisory/managerial tasks in addition to workforce management tasks. Representative tasks for this job include the following:

- Operate communications network
- Prepare work orders
- Dispatch craftsmen, equipment, and materials
- Establish or operate damage control centers (DCCs)
- Track scheduled work
- Process written requests
- Review work order folders
- Track flow of work

- Prepare written requests
- Assign work orders to workcenters
- Review work priorities
- Conduct general meetings, such as staff meetings, briefings, conferences, and workshops
- Log and control damage reports, including service call functions
- Participate in communications security (COMSEC) or operations security (OPSEC) training during contingency exercises or operations

The next-largest job in the cluster, Heavy Repair Controller, has 88 members who perform an average of 68 tasks. Heavy Repair Controllers may also be Self-Help Controllers (see below) at bases using the Zone concept. They are distinguished from other jobs in this cluster by a relative absence of mobility/contingency work and increased general zonal responsibilities in addition to workforce management tasks. Representative tasks for this job include the following:

- Write DSW orders
- Write WIMS DSW orders
- Assign control numbers to work requests, such as work orders or DSW orders
- Process DSW orders
- Brief status of requested work to customers
- Determine types of DSW orders
- Process WIMS work orders
- Determine category of service calls
- Prepare work orders
- Process written requests
- Determine classification of work orders
- Assign service calls to cost centers
- Brief customers on work requirements
- Upgrade or downgrade DSW orders

Next is the Zone Controller Job. This small job has only three members who perform an average of 39 tasks. They differ from other jobs in the cluster because their work emphasizes both general zonal and supervisory/managerial tasks. Representative tasks for these members include the following:

- Assign service calls to cost centers
- Brief status of requested work to customers
- Track scheduled work
- Maintain portable radios
- Brief customers on work requirements
- Determine classification of work orders
- Track flow of work
- Maintain or update status indicators, such as boards, graphs, or charts
- Maintain BCE DSW order logs

- Assign work orders to workcenters
- Assign work requirements to cost centers
- Assign control numbers to work requests, such as work orders or DSW orders
- Counsel subordinates concerning personal matters

The next job in this cluster, the Self-Help Controller Job, has 14 members who perform an average of 51 tasks. Self-Help Controllers may also be Heavy Repair Controllers, depending on how the activity is organized at a particular base, but these individuals are at bases that do not use the Zone concept. They differ from other jobs by spending considerable time on the self-help tasks within Duty B (Performing Zonal or Customer Service Activities). Some tasks representative of this job include the following:

- Brief status of requested work to customers
- Brief customers on work requirements
- Cancel WIMS work orders
- Process WIMS work orders
- Review work order folders
- Assign Air Force account or cost account codes to work orders
- Assign control numbers to work requests, such as work orders or DSW orders
- Determine classification of work orders
- Process written requests
- Track flow of work
- Review work requests for adequacy, justification, or validity
- Research work status reports
- Coordinate self-help work materials requirements with customers
- Prepare work orders
- Write work status reports
- Analyze computer output products
- Identify reimbursement or refund requirements

The next job, the Service Call Desk Person Job, is found only at bases using the Centralized Production Control concept. The job has three members who perform an average of 38 tasks, and are distinguished by increased performance of supply/equipment and mobility/contingency tasks, in addition to zonal and workforce management tasks. Representative tasks for this job include the following:

- Write DSW orders
- Dispatch craftsmen, equipment, and material
- Maintain portable radios
- Determine types of DSW orders
- Assign work orders to workcenters
- Process DSW orders
- Brief status of requested work to customers
- Inventory equipment, tools, parts, or supplies

- Issue or log turn-ins of equipment, tools, parts, or supplies
- Establish work order start or completion dates
- Operate communications network
- Set up or tear down shelters

Next is the Readiness Job. This job also has only three members who perform an average of 78 tasks. They are characterized by a relatively higher level of mobility/contingency work in conjunction with Duty C (Performing Service Call or Damage Control Activities) tasks. Representative tasks for these members include the following:

- Maintain deployed personnel accountability
- Conduct mobility training
- Select individuals for specialized training
- Conduct on-the-job training
- Maintain work status reports
- Establish or operate damage control centers (DCCs)
- Fire weapons, such as 9mm pistols or M-16 rifles
- Inspect mobility bags or kits
- Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles
- Maintain portable radios
- Coordinate shop work requirements with appropriate agencies
- Log and control damage reports, including service call functions
- Establish or operate single-point control centers

The final job in this cluster is the Superintendent Job (Stage 55). This job has 13 members who perform an average of 86 tasks. They spend much of their time on management and supervisory tasks, especially upper-level management activities, and some training activities. Some tasks representative of this job include the following:

- Interpret policies, directives, or procedures for subordinates
- Conduct supervisory performance feedback sessions
- Write recommendations for awards and decorations
- Determine training requirements
- Review budget requirements
- Write or endorse military performance reports
- Initiate actions required due to substandard performance of personnel
- Allocate funds
- Counsel subordinates concerning personal matters
- Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals
- Review outgoing correspondence or messages
- Review work priorities
- Conduct general meetings, such as staff meetings, briefings, conferences, or workshops

- Write or endorse civilian performance appraisals

II. READINESS LOGISTICS AND SUPPLY CLUSTER (STG034).

Although these incumbents indicate spending some time on the same tasks that characterize members of the General Operations Cluster, and also report spending nine percent of their work time performing PRIME BEEF tasks (Duty F), 51 percent of their time is spent on tasks in Duty G (Performing Management and Supervisory Activities), particularly those Duty G tasks involving training planning and logistics analysis, as well as tasks in Duty J (Performing General Supply and Equipment Activities). They perform an average of 62 tasks. Half of the members (6) are AFRC, and another one is ANG. One member holds paygrade E-5, four hold E-6, two hold E-7, four hold E-8, and one holds E-9. Although this cluster is small, two distinct jobs could still be identified within the cluster and are discussed below.

READINESS LOGISTICS AND SUPPLY CLUSTER			
	AD	ANG	AFRC
Number of members	5	1	6
Average number of tasks performed	62	72	61
Average time in present job	1.5 yrs	N/A	N/A
Average time in career field	10.3 yrs	N/A	N/A
Predominant paygrade	E-6	E-8	E-7/ E-8

Representative tasks include:

- Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace
- Analyze computer output products
- Conduct general meetings, such as staff meetings, briefings, conferences, and workshops
- Conduct on-the-job training
- Evaluate prime base engineer emergency force (PRIME BEEF) operations
- Coordinate support requirements, such as logistics, mobility, budget, or personnel, with other organizations
- Initiate requisitions for equipment, tools, parts, or supplies
- Establish storage requirements for equipment or supplies
- Inventory equipment, tools, parts or supplies
- Draft budget requirements
- Maintain equipment or supply storage areas
- Determine or establish work assignments or priorities
- Maintain administrative files
- Schedule training sessions

Representative TMs of this cluster include the following:

TM	Module Title	No. of Tasks	Percent Time Spent	Percent Members Performing
0004	Readiness	64	21	28
0009	Readiness NCOIC	14	11	38
0007	Readiness Administration	10	10	52

No other TM accounts for more than 10 percent of these members' work time.

This cluster contains two jobs, which are similar in that they share a number of tasks in duties G (Performing Management and Supervisory Activities) and J (Performing General Supply and Equipment Activities). They also share a number of training tasks. However, they are distinguished from one by the relative lack of general administrative (Duty I) tasks in one job and the relative lack of mobility (Duty E) tasks in the other.

The first of these jobs, the PRIME BEEF Readiness Job, is very similar to the Readiness Job in Cluster I, and is distinguished from it primarily in the balance of Readiness vs. PRIME BEEF tasks performed by each. This job consists of 7 members who perform an average of 67 tasks, particularly management/supervisory, PRIME BEEF, and mobility/contingency tasks, supplemented by some training and supply/equipment activities. Because of this diversity, no circumscribed set of tasks is very representative of this job. However, the most performed tasks include these:

- Evaluate prime base engineer emergency force (PRIME BEEF) operations
- Conduct mobility training
- Brief personnel concerning training programs or matters
- Determine training requirements
- Conduct general meetings, such as staff meetings, briefings, conferences, or workshops
- Request or distribute mobility requirements documents
- Schedule training sessions
- Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace
- Develop training programs, plans, or procedures
- Prepare equipment for deployments
- Inspect packed or palletized mobility or contingency equipment prior to transport
- Participate in communications security (COMSEC) or operations security (OPSEC) training during contingency exercises or operations

The second is the Readiness NCOIC Job (Stage 49). These five members perform an average of 56 tasks, mostly management/supervision and supply/equipment tasks. Mobility/Contingency tasks, which form a substantial part of the work of the other job in this cluster, are nearly absent here. Typical tasks include the following:

- Initiate requisitions for equipment, tools, parts, or supplies
- Inventory equipment, tools, parts, or supplies
- Establish storage requirements for equipment or supplies
- Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace
- Initiate requests for TDY orders
- Coordinate support requirements, such as logistics, mobility, budget, or personnel, with other organizations
- Analyze computer output products
- Maintain administrative files
- Maintain equipment or supply storage areas
- Track or prepare funds or budget
- Research supply documents, such as TAs
- Research numbers for local purchase items, such as federal stock numbers (FSNs) or part numbers (PNs)
- Coordinate maintenance of equipment with appropriate agencies

III. PRIME BEEF/MOBILITY CLUSTER

(STG036). This cluster is small (22 members), but three distinct jobs are nevertheless identifiable within it. It is named for the relatively heavy involvement of its members in mobility and PRIME BEEF activities, but it should be pointed out that most members of the specialty at large report varying degrees of performing mobility tasks, and that some members of the Readiness Logistics and Supply Cluster are also involved in PRIME BEEF activities. Distinguishing this cluster from others in the specialty is therefore more a matter of degree than of exclusivity. Members of this cluster report performing an average of 42 tasks, spending 47 percent of their work time performing mobility and contingency activities (Duty E), 20 percent performing PRIME BEEF activities (Duty F), and 8 percent performing management and supervisory activities (Duty G).

PRIME BEEF/MOBILITY CLUSTER			
	AD	ANG	AFRC
Number of members	5	11	6
Average number of tasks performed	36	47	37
Average time in present job	4.2 yrs	N/A	N/A
Average time in career field	6.1 yrs	N/A	N/A
Predominant paygrade	E-5	E-6/ E-7	E-5

Representative tasks for this cluster include the following:

- Perform self-aid and buddy care
- Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles
- Fire weapons, such as 9mm pistols or M-16 rifles
- Establish or operate damage control centers (DCCs)
- Don or doff chemical warfare personal protective clothing
- Inspect mobility bags or kits

- Perform personal hygiene techniques under field conditions
- Perform chemical warfare agent decontamination procedures
- Participate in communications security (COMSEC) or operations security (OPSEC) training during contingency exercises or operations
- Participate in convoy techniques for work party security
- Perform camouflage procedures
- Identify and report suspected unexploded ordnance (UXO)
- Perform force beddowns
- Perform military field sanitation techniques

Only one TM can be said to represent this cluster:

TM	Module Title	No. of Tasks	Percent Time Spent	Percent Members Performing
0004	Readiness	64	64	40

The fact that this is the only TM that occupies a substantial part of these members' work time highlights the specificity of focus for this cluster.

This cluster contains three jobs. The first, the Disaster Preparedness Job, is comprised of one AD member and two members from each of ANG and AFRC. This job is not found at all bases. They perform an average of 29 tasks, particularly mobility/contingency, PRIME BEEF, and service call/damage control activities. In addition to the mobility tasks representative of the entire cluster, typical tasks include the following:

- Dispatch do-it-now (DIN) trucks
- Maintain portable radios
- Plot equipment or vehicle locations on base layout maps

The second job is the PRIME BEEF Trainer Job. It comprises half the membership of the cluster (11 members). They perform an average of 46 tasks. They are distinguished by involvement with training activities in addition to mobility/contingency and PRIME BEEF tasks. In addition to the tasks that characterize the entire cluster, typical tasks include the following:

- Operate communications network
- Maintain deployed personnel accountability
- Prepare equipment for deployments

The third and final job in this cluster is Site Developer Job. This Disaster Control Center job is not typically performed by 3E6X1 members, but is instead more often performed by individuals from other AFSCs. However, the work may sometimes fall to a 3E6X1 member at times when no one else is available. These three members are all ANG and report performing an average of 63

tasks. They are distinguished by spending a preponderance of their work time on PRIME BEEF activities. Typical tasks include the following:

- Lay out minimum operating strip (MOS) centerlines
- Perform damage assessments
- Plot damage assessments
- Identify bomb crater damages
- Perform force beddowns
- Perform self-aid and buddy care
- Develop camp cantonment layouts
- Develop bare base plans
- Prepare equipment for deployments
- Inspect and report base damages
- Identify and report unexploded ordnance

IV. WIMS NETWORK ADMINISTRATOR JOB (STG077). The 3 members of this job report spending 27 percent of their work time on tasks in Duty A, Performing Work Information Management System (WIMS) Activities. Moreover, the particular tasks they perform within Duty A show that they are network administrators. They have other duties as well, however; they also spend 20 percent of their work time on mobility/contingency tasks (Duty E), 15 percent performing Duty G (Performing Management and Supervisory Activities) tasks, as well as 14 and 13 percent on Duty J (Performing General Supply and Equipment Activities) and Duty H (Performing Training Activities) tasks, respectively. All three members are AD, two of whom hold paygrade E-5 and one of whom holds E-6.

WIMS NETWORK ADMINISTRATOR JOB	
	AD
Number of members	3
Average number of tasks performed	31
Average time in present job	2.3 yrs
Average time in career field	8.2 yrs
Predominant paygrade	E-5

Representative tasks for this job include the following:

- Operate communications network
- Assign WIMS passwords
- Verify integrity of WIMS databases, such as after downtimes or modifications
- Maintain serial number listings
- Write operations instructions
- Identify problems within WIMS
- Conduct on-the-job training (OJT)
- Distribute WIMS software programs
- Perform file maintenance on work order master (WCM) files or work order shop (WCN) files
- Analyze computer output products

- Perform minor maintenance on WIMS printers
- Analyze impact of work information management system (WIMS) changes or modifications

Representative TMs of this job include the following:

TM	Module Title	No. of Tasks	Percent Time Spent	Percent Members Performing
0013	WIMS Administration	10	27	67
0004	Readiness	64	25	13

No other TMs account for a substantial amount of work time or percent of members.

V. Q/A EVALUATOR JOB (STG067). These personnel perform an average of only 8 tasks, spending 61 percent of their work time on tasks in Duty G, Performing Management and Supervisory Activities. Moreover, they concentrate particularly on those Duty G tasks which concern Q/A Evaluation. In addition, they spend 32 percent of their time on tasks in Duty I, Performing General Administrative Activities. Two hold paygrade E-6, and the third holds E-7. All are AD.

Q/A EVALUATOR JOB	
	AD
Number of members	3
Average number of tasks performed	31
Average time in present job	2.3 yrs
Average time in career field	8.2 yrs
Predominant paygrade	E-5

Representative tasks performed by members of this cluster include the following:

- Write inspection reports
- Evaluate contractor performance
- Prepare and process contracts
- Compile data for records, reports, logs, or trend analyses
- Review inspection reports
- Maintain administrative files
- Evaluate inspection report findings or inspection procedures
- Initiate quality control evaluation data forms

Again, only one TM accounts for a substantial part of these members' job time:

TM	Module Title	No. of Tasks	Percent Time Spent	Percent Members Performing
0005	Record Keeping	11	21	15

Most of the time (65 percent of work time) these members are performing tasks that are not identified with any specific TM, suggesting that their work is actually very diverse in nature.

Comparison of Current Group Descriptions to Previous Study

This is the first OSR for AFSC 3E6X1 since the Operations career ladder was separated from the Readiness career ladder. The previous OSR for the combined AFSCs is dated October 1996, and, not surprisingly, it both resembles and differs from the present analysis in several respects. Two SME consultants, both 3E6X1s, helped identify and explain these similarities and differences.

First, the previous OSR identified a MAJCOM MANAGEMENT Cluster consisting of an Inspector job and an HQ Level Managers job. The HQ Level Managers job description corresponds closely to the work done by MAJCOM-level functional managers, which were not identified as a separate job in the present analysis. The Inspector job involved working on the IG team, and no IG team members appeared in the present sample. It is possible that, due to downsizing, no 3E6X1s presently serve on an IG team.

The previous OSR also identified a PRIME BEEF Cluster, which partly corresponds to the present PRIME BEEF/Mobility Cluster. However, the present Cluster has considerably fewer members than in the previous analysis, suggesting that the previous Cluster is better represented by a combination of the PRIME BEEF/Mobility and Readiness Logistics and Supply Clusters.

The previous OSR also identified a number of independent jobs, many of which have a straightforward counterpart in the present analysis. The SMEs have, however, assigned to each of these jobs a different job title that they believe is more direct and oriented toward the career field. The previous Facilities Management Job corresponds closely to the present Zone Controller Job, and the previous Training Job corresponds to the present PRIME BEEF Instructor job (and probably some members of the PRIME BEEF/Readiness Job as well). The Operations Plans and Programs Job appears here as the Readiness NCOIC Job, while the previous Logistics Job corresponds to some members of the Readiness Logistics and Supply Job. The previous NCOIC Superintendent Job continues as the present Superintendent job.

A Formal Training job identified in the previous OSR is not represented here, apparently because no military formal training instructors or instructor supervisors were eligible for the present survey. In addition, the previous Readiness Logistics job consisted entirely of 3E9X1 members, and no corresponding members remain in the present sample.

The previous Computer Operations Job reappears as the present WIMS Network Administration job, and the previous Zonal Operations Job corresponds closely to the present Zone Controller Job. The previous Scheduler Job corresponds to the present Heavy Repair Controller Job, while the previous Service Call Technician Job corresponds to both the present Service Call Desk Person and the Production Control Jobs. Finally, the previous Self-Help Controller Job remains essentially unchanged in the present analysis.

The QA Evaluator Job did not appear as a separate job in the previous OSR, for reasons which are not clear. Likewise, the Readiness Job within the General Operations Cluster is new, but it appears likely that corresponding members in the previous sample were folded in with one of the primarily 3E9X1 jobs. Finally, the Site Developer Job is new to the present analysis, but recall that Site Development is not normally a 3E6X1 activity, and the present members of that job are likely performing in that capacity because no one from another specialty is available.

Summary

In summary, analysis reveals that the Operations career ladder is relatively homogeneous. Structure analysis identified three clusters and two jobs. If anything, indications are that it has become more homogeneous since splitting from AFSC 2E9X1, with most members performing a more diverse set of tasks. This conclusion results from the fact that many formerly independent jobs, while maintaining their identity to some extent, now resemble each other closely enough to be identifiable only as jobs embedded within a larger cluster.

SKILL AND EXPERIENCE ANALYSIS

Analysis of DAFSC Groups

An analysis of DAFSC groups in conjunction with the analysis of the career ladder structure is an important part of each occupational survey. DAFSC analysis examines differences in tasks performed between skill levels. This information may then be used to evaluate how well career ladder documents, such as AFMAN 36-2108 *Airman Classifications*, reflect what career ladder personnel are actually doing in the field. Table 13 shows the distribution of all members across the clusters and jobs of this specialty according to skill level, while Table 14 shows the distribution of relative time spent in duty areas by skill level.

Descriptions and Comparisons of Skill-Level Groups

DAFSC 3E631. Table 15 shows the top tasks that DAFSC 3E631 personnel are performing. Examples of the tasks they perform include assigning control numbers to work requests, briefing work status to customers, writing WIMS DSW orders, determining types of DSW orders, and writing or processing DSW and WIMS orders. In short, the tasks found in Table 15 generally reflect the diversity of job assignments for 3-skill level personnel across the major clusters and job types reported earlier.

DAFSC 3E671. Table 16 shows that many of the top tasks performed by 7-skill level personnel involve mobility/contingency activities. This reflects the majority membership of ANG and AFRC personnel at this skill level, a point that will be elaborated in the following discussion of skill levels by AD, ANG, and AFRC separately.

Table 17 shows tasks that best distinguish between 3- and 7-skill level members. In general, these differences are not striking, and although they reflect the increase in supervisory/management activities and the decrease in technical activities at the 7-skill level discussed above, they also still reflect the fact that these shifts are not major. Clearly, 7-skill level personnel are doing much the same jobs as are 3-skill level personnel, with supervisory duties supplementing, rather than replacing, their technical work.

DAFSC 3E691. Tables 18 and 19 show that 9-skill level personnel are distinguished from others by their involvement in higher-level management tasks, although again the distinctions are not as clear or striking as they are in many AFSCs. All the tasks listed in Table 19 performed at substantially higher levels by 9-skill level rather than by 7-skill level personnel, reflecting the fact that 9-skill levels are doing essentially the same things that 7-skill levels are, with additional tasks (mostly managerial) as well. These personnel are still devoting a good deal of their time to technical work in addition to supervision/management, particularly upper-level management activities.

ACTIVE DUTY

AFSC 3E6X1. The distribution of AFSC 3E6X1 AD skill-level groups across career ladder clusters and jobs is displayed in Table 20. As can be seen, most of the personnel in all clusters and jobs (with the exception of the QA Evaluator Job) hold DAFSC 3E631. All QA Evaluator Job members are 7-skill level, but apart from this most 7- and 9-skill level personnel are concentrated in the General Operations Cluster. Moreover, only a relative few of these members are found within the Superintendent Job within that cluster, a rather unexpected result. Overall, the information available from this table suggests that the career ladder progression of this AFSC is somewhat atypical of most in the Air Force in that there appear to be fewer opportunities for career field members to move toward strictly management and supervisory jobs.

Table 21 offers a different perspective by displaying the relative percent time spent on each duty across skill-level groups. As expected, 3-skill level personnel have little to do with management and supervisory activities (Duty G), but spend their time mainly performing Workforce Management Activities (Duty D), Zonal or Customer Service Activities (Duty B), and WIMS Activities (Duty A). On the other hand, 7-skill level members devote time to management and supervision (27 percent of time spent in Duty G) while continuing to perform technical duties as well. DAFSC 3E691 personnel report spending 34 percent of their time performing tasks related to Duty G and another 11 percent of their time performing Duty I (Performing General Administration Activities) tasks, with the balance of their time devoted to tasks in Duties D and E.

This analysis indicates that career progression into supervisory, management, and administrative activities occurs, but most personnel continue to devote considerable time to technical tasks even as they shift towards supervision and management. Specific skill-level group discussions are presented below.

Descriptions and Comparisons of Skill-Level Groups

DAFSC 3E631. Table 22 shows the top tasks that AD 3E631 personnel are performing. These members perform an average of 73 tasks. This table contains many of the same tasks as Table 15, suggesting that there are few differences between the work done by AD 3-skill level personnel and the work of the entire sample of 3-skill level personnel.

DAFSC 3E671. AD Seven-skill level personnel perform an average of 85 tasks. Table 23 shows that their top four tasks are in Duty G (management and supervision), as are a few other top tasks, but these tasks are still embedded within basically technical work. The 7-skill level AD sample certainly does not show the influence of mobility/contingency work to the extent that the overall sample does.

Table 24 shows tasks that best distinguish between 3- and 7-skill level members. It is apparent that 7-skill level personnel are performing considerably more supervisory and management tasks, but are still performing technical tasks as well.

DAFSC 3E691. The 8 members in the 9-skill level group perform an average of 112 tasks. Tables 25 and 26 show that these personnel are distinguished from others by their involvement in higher-level management tasks, although again the distinctions are not as clear or striking as they are in many AFSCs. These personnel are still devoting a good deal of their time to technical work in addition to upper-level management tasks, which is reflected in the average number of tasks they perform.

ANG

Table 27 shows the distribution of AFSC 3E6X1 skill-level groups across career ladder clusters and jobs for ANG personnel, while Table 28 shows the time spent on the various Duties by skill-level groups. ANG personnel at all skill levels tend to concentrate in the General Operations Cluster, and some of the jobs identified within this cluster, such as the Zone Controller Job and the Service Call Desk Person Job, are occupied only by ANG members.

DAFSCs 3E631. Table 29 lists representative tasks for 3E631 ANG personnel. Few of these tasks are also among those that are most representative of 3E631 AD personnel because as a whole the ANG members focus more on mobility/contingency-related work.

DAFSC 3E671. Table 30 shows representative tasks for the 53 ANG 7-skill level group, while Table 31 shows that it is difficult succinctly to characterize just what differentiates the work of 3-

and 7-skill level groups. It appears that the most which can be said is that 7-skill level personnel are even more involved in mobility/contingency tasks than are 3-skill level personnel, but the distinctions are not dramatic.

DAFSCs 3E691. Table 32 lists representative tasks for 9-skill level ANG members and Table 33 shows the tasks which best distinguish them from 7-skill level members. The main distinction lies, not surprisingly, in the increased emphasis on supervisory and management tasks (Duty G) among 9-skill level personnel, particularly upper-level management activities.

AFRC

Table 34 shows the distribution of AFSC 3E6X1 skill-level groups across career ladder clusters and jobs for AFRC personnel, while Table 35 shows the time spent on the various Duties by skill-level groups. The picture that emerges is straightforward, in that AFRC personnel clearly focus on mobility/contingency and PRIME BEEF tasks, with increased involvement in supervisory and managerial activities as they progress from the 3-skill level to the 9-skill level.

DAFSCs 3E631. There are only 5 DAFSC 3E631 AFRC members in the sample, which makes it difficult to generalize about their work. Taken together, however, these members devote 56 percent of their work time to mobility/contingency and Prime BEEF tasks (Table 25), with less than 10 percent devoted to each of the other duty areas and no apparent involvement in WIMS activities at all. Table 36, which lists representative tasks, also reflects these members' primary involvement in mobility/contingency activities.

DAFSC 3E671. These members' continued involvement in mobility/contingency activities is reflected in Table 37, which shows that most of the representative tasks for this DAFSC group still involve mobility/contingency. Table 37 does not reflect their increased involvement in supervisory/managerial tasks, however. Table 38, on the other hand, shows that supervisory/managerial tasks, along with some supply/equipment tasks (Duty Area J) primarily distinguish between 3- and 7-skill level personnel.

DAFSCs 3E691. The picture that emerges for 3E691 AFRC members is similar to that for ANG 9-skill level members, in that they are mainly characterized by increased involvement in management/supervisory tasks, particularly the higher-level managerial tasks typically performed by 9-skill level personnel. This is clear from both Table 39, which lists representative tasks, and Table 40, which shows the tasks that differentiate between 7- and 9-skill level members.

TRAINING ANALYSIS

Occupational survey data are a source of information that can assist in the development or evaluation of relevant training programs for entry-level personnel. Factors used to evaluate entry-

level Operations training include the jobs that are being performed by first career field job personnel (i.e., those with 1-48 months TICF), the overall distribution of first career field job personnel across career ladder jobs, the percent of first career field job members who perform specific tasks, ratings of relative TE, and ratings of relative TD.

First Career Field Job Personnel

In this study, there were 48 AD AFSC 3E6X1 members in their first career field job (1-48 months TICF). This represents 15 percent of the survey sample. Figure 2 illustrates the distribution of these members across specialty jobs. Table 41 shows the relative percent of time spent across duties by first career field job 3E6X1 members. The largest portion of their time (23 percent) is spent performing tasks related to Duty D (Performing Workforce Management Activities), and another 22 percent is devoted to tasks in Duty B (Performing Zonal or Customer Service Activities). Representative tasks for these personnel are shown in Table 42.

Training Emphasis (TE) and Task Difficulty (TD) Data

TE and TD data are secondary task factors that can help training development personnel decide which tasks to emphasize for entry-level training. These ratings, based on the judgments of senior career ladder NCOs at operational units, provide training personnel with a rank-ordering of those tasks considered important for airmen with 1-48 months TICF training (TE) and a measure of the relative difficulty of those tasks (TD). When combined with data on the percentages of first career field job personnel performing tasks, comparisons can be made to determine whether adjustments to training are necessary. For example, tasks receiving high ratings on both task factors (TE and TD) generally warrant resident training if they are also performed by a moderate-to-high percentage of members performing. Those tasks receiving high task factor ratings but that are performed by relatively low percentages of members may be more appropriately planned for OJT programs within the career ladder. Low task factor ratings may highlight tasks best omitted from training for new personnel. These task factors are, of course, not the only ones to weigh in making training decisions; the percentages of personnel performing the tasks, command concerns, and criticality of the tasks must also be considered carefully.

To assist training development personnel, AFOMS developed a computer program that uses these task factors and the percentage of first job personnel performing tasks to produce Automated Training Indicators (ATI). ATIs correspond to training decisions listed and defined in the Training Decision Logic Table found in Attachment 1, AETCI 36-2601. ATIs allow training developers to quickly focus attention on those tasks, which are most likely to qualify for resident course consideration.

A total of 62 TE booklets were mailed, all to senior-level AD personnel, and 48 were returned. Of these, 20 were acceptable according to a number of standard criteria (such as a minimum number of tasks rated). A total of 61 TD booklets were mailed, also all to senior AD personnel (some but not all of whom also provided TE ratings), and 37 were returned. The final sample included 26 raters. Analysis showed excellent overall agreement between raters with regard to both TE and TD ratings.

**DISTRIBUTION OF AFSC 3E6X1 FIRST CAREER FIELD JOB
PERSONNEL ACROSS SPECIALTY JOBS**

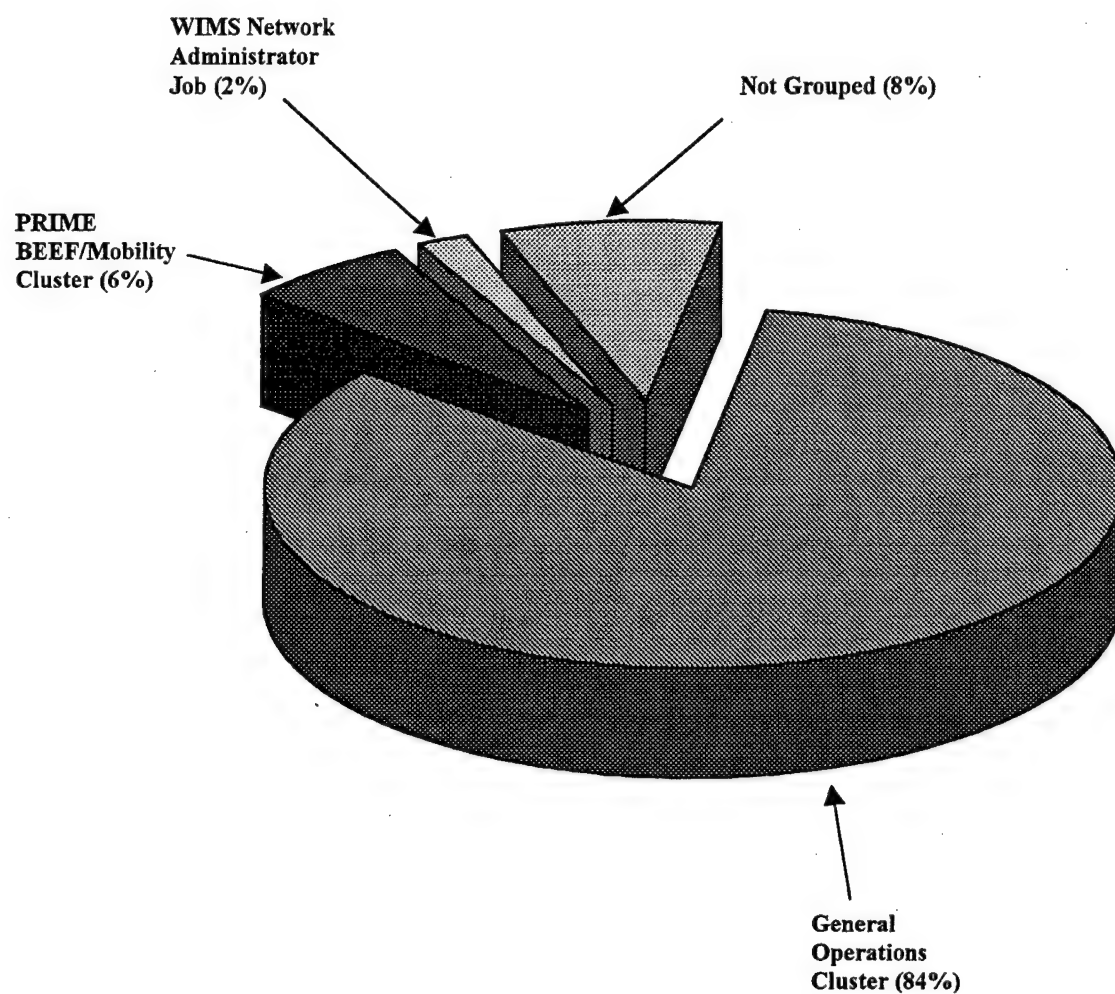


FIGURE 2

Table 43 lists examples of tasks that were assigned the highest average TE ratings, while Table 44 shows examples of tasks that received the highest TD ratings. Both tables also give percent members performing those tasks by groups of 1-24 months and 1-48 months TICF, as well as 3-, 5- and 7-skill level groups. It is apparent that most of the tasks with high TD ratings have very low percent performing numbers among target groups (first career field job, 3-skill level) and probably should not be considered for structured training. On the other hand, two tasks (tasks D104 and E138) are performed by more than 20 percent of members in the 1-48 months TICF group (E138 is performed by more than 30 percent of members in the 1-24 months TICF group), and a number of other tasks are performed by more than 10 percent of target group members. Any of these tasks with a relatively high TE as well should be considered strongly for structured training.

Full information concerning TE and TD ratings and ATIs for the entire task list can be found in the Training Extract that accompanies this OSR. For a more detailed explanation of TE and TD ratings, see Task Factor Administration in the **SURVEY METHODOLOGY** section of this report.

Specialty Training Standard (STS) and Plan of Instruction (POI) Analyses

AETCI 36-2601, dated 5 July 1996, stipulates that Specialty Training Standard (STS) elements with performance objectives be reviewed for TE, TD, and percent members performing information. STS elements containing general knowledge information, mandatory entries, subject-matter-knowledge-only requirements, or basic supervisory responsibilities typically are not examined. Technical school personnel provide the matching between the STS/POI elements and tasks in the JI which underlies these analyses. As a general rule, performance-coded elements matched to tasks that have sufficiently high TE and TD ratings and are performed by at least 20 percent of personnel in appropriate experience or skill groups (such as first-enlistment, 5- and 7-skill level groups) should be considered for inclusion in the STS. Likewise, elements matched to tasks with fewer than 20 percent performing in all of these groups should be considered for deletion from the STS. A similar analysis is done for the POI, using instead a criterion of 30 percent performing.

In the present case, however, no STS or POI analysis was conducted. The data from this study were still being analyzed a few weeks before a Utilization and Training Workshop (U&TW) was to be held at Sheppard AFB. As the U&TW grew near, technical school personnel were unavailable to perform the matching process. Moreover, in the opinion of the career field manager the present STS and POI would become obsolete shortly after the U&TW, due to the opening of the career field to entrants from AFSCs other than other CE career fields, and would be in need of considerable revision. The career field manager, technical school personnel, and

analyst mutually agreed to forgo the STS/POI matching exercise in the course of the present study.

JOB SATISFACTION ANALYSIS

An examination of job satisfaction indicators can give career ladder managers a better understanding of factors that may affect the job performance of career ladder airmen. Therefore, the survey booklet included attitude questions covering job interest, perceived utilization of talents and training, sense of accomplishment from work, and reenlistment intentions. The responses of the current sample were analyzed by making two comparisons. The first was a comparison among AD TICF groups of the AFSC 3E6X1 career ladder and a comparable sample consisting of other Support AFSCs surveyed in 1998 (Table 45). The second comparison (Table 46, 47, and 48 for AD, ANG, and AFRC respondents, respectively) was across specialty groups identified in the SPECIALTY JOBS section of the report. In general, since the 3E6X1 and 3E9X1 career fields were split there have been serious problems in drawing new members to this career field, as evidenced by poor initial training course fill rates. At present, plans are being finalized to accept new career field members from the pipeline.

Active Duty Job Satisfaction

Table 45 supports the perception of poor overall job satisfaction among 3E6X1 members. The problem is worst in the 1-48 months TICF group, which lags substantially behind the comparable sample except in terms of reenlistment intentions. Indicators for expressed job interest, perceived use of talents, perceived use of training, and sense of accomplishment for these personnel are all well below those for the comparable sample. The fact that this is a lateral career field and that even new career field members have a considerable time investment in the Air Force probably accounts for the relatively high rate for reenlistment intentions.

The largest difference is found in the number of first career field job personnel who are satisfied with the sense of accomplishment that they derive from their jobs – 44 percent for 3E6X1 personnel and 78 percent for the comparable sample, a difference of 34 percent. The gap for each of the other variables (except for reenlistment intentions) is nearly as large. Yet the percent of this TICF group who intend to reenlist is slightly higher for 3E6X1 personnel than for the comparable sample.

In general, this gap closes somewhat for the 49-96 months TICF group and more for the 97+ months TICF group (and reenlistment intentions for these groups remain higher than those for the comparable sample). Even so, the overall job satisfaction level for this specialty gives cause for concern.

AD job satisfaction data for identified job groups and clusters are provided in Table 46. It shows that the generally low job satisfaction noted for TICF groups is not distributed evenly across jobs and clusters, but is primarily driven by the large (General Operations) cluster.

Members in most jobs and clusters generally express fairly high or high levels of satisfaction on all measures. Satisfaction levels and reenlistment intentions are highest among members of Readiness Logistics & Supply Cluster and the WIMS Network Administrator Job, which together account for only eight AD career field members. It should be noted that none of the present members in the WIMS Network Administrator Job indicate that they will reenlist.

ANG Job Satisfaction

Only job satisfaction indications across clusters and job groups are examined for ANG members (Table 47) because of lack of TICF data. It is clear that the general dissatisfaction noted for AD members is absent here. Members' responses regarding job interest, perceived use of talents and training, and sense of accomplishment are all fairly high or high across the board.

AFRC Job Satisfaction

Only job satisfaction indications across clusters and job groups are examined for AFRC members (Table 48) because of lack of TICF data. Members' responses regarding job interest, perceived use of talents and training, and sense of accomplishment are generally high or fairly high.

IMPLICATIONS

As explained in the **INTRODUCTION**, this survey was conducted primarily to ensure the availability of current data for use in guiding the development and evaluation of training and to support planned changes within this career ladder. Many of the typical uses of OS data, such as reviewing the present AFMAN 36-2108 *Specialty Description* for accuracy and the present STS and POI for adequacy, were not appropriate under the circumstances, since all these documents are expected to undergo substantial changes soon.

Evaluation of job satisfaction data reveal apparently serious problems, especially among newer career field members (1-48 months TICF), although reenlistment intentions remain satisfactory at all TICF levels. It is likely due to the fact that this is a lateral career field and thus most members have made a significant investment in their Air Force career even before transferring to this AFSC. Nevertheless, the satisfaction problems should be examined and addressed to the extent possible by career field managers.

The findings in this OSR come directly from survey data collected from 3E6X1 personnel worldwide. The data are available to those concerned with making decisions regarding training and utilization within the career field, including the career field manager, functional managers, and other interested parties. Much of the data will be analyzed further and compiled into a series of extracts directed toward a particular audience or toward answering specific types of questions. These extracts should be consulted whenever additional training or utilization decisions are made.

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APPENDIX A
SELECTED REPRESENTATIVE TASKS PERFORMED BY
MEMBERS OF CAREER LADDER JOBS

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TABLE A1
GENERAL OPERATIONS CLUSTER
(STG020)

PERCENT
MEMBERS
PERFORMING
(N=257)

TASKS

B027	Brief status of requested work to customers	84
E0132	Establish or operate damage control centers (DCCs)	80
B0029	Determine classification of work orders	77
D0108	Prepare work orders	76
E0136	Log and control damage reports, including service call functions	76
B0023	Assign control numbers to work requests, such as work orders or DSW orders	76
B0026	Brief customers on work requirements	75
E0133	Fire weapons, such as 9mm pistols or M-16 rifles	75
F0208	Perform self-aid and buddy care	74
E0163	Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles	73
D0112	Process written requests	71
D0109	Prepare written requests	71
E0141	Operate communications network	70
E0128	Dispatch craftsmen, equipment, and material	69
E0143	Participate in communications security (COMSEC) operations security (OPSEC) training during contingency exercises or operations	69
B0048	Write DSW orders	68
C0052	Determine category of service calls	68
E0130	Don or doff chemical warfare personal protective clothing	67
B0031	Determine types of DSW orders	66
D0110	Process DSW orders	66
D0118	Review work order folders	64
D0071	Assign work orders to workcenters	64
D0122	Track flow of work	63
B0045	Review work requests for adequacy, justification, or validity	62
D0123	Track scheduled work	62
F0204	Perform damage control command and control activities	62
B0047	Upgrade or downgrade DSW orders	61

TABLE A2

ZONE CONTROLLER JOB
(STG043)

TASKS		PERCENT MEMBERS PERFORMING (N=3)
C0050	Assign service calls to cost centers	100
B0027	Brief status of requested work to customers	100
D0123	Track scheduled work	100
B0026	Brief customers on work requirements	100
B0029	Determine classification of work orders	100
D0071	Assign work orders to workcenters	100
B0024	Assign work requirements to cost centers	100
B0023	Assign control numbers to work requests, such as work orders or DSW orders	100
C0060	Maintain portable radios	67
D0122	Track flow of work	67
B0038	Maintain BCE DSW order logs	67
G0229	Counsel subordinates concerning personal matters	67
D0108	Prepare work orders	67
E0156	Prepare equipment for deployments	67
H0274	Conduct mobility training	67
E0153	Perform personal hygiene techniques under field conditions	67
E0133	Fire weapons, such as 9mm pistols or M-16 rifles	67
E0147	Perform chemical warfare agent decontamination procedures	67
E0163	Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles	67
E0143	Participate in communications security (COMSEC) operations security (OPSEC) training during contingency exercises or operations	67
E0162	Set up or tear down shelters	67
E0144	Participate in convoy techniques for work party security	67
E0152	Perform military field sanitation techniques	67
F0208	Perform self-aid and buddy care	67
I0304	Maintain or update status indicators, such as boards, graphs, or charts	33
D0076	Coordinate scheduled work with customers	33

TABLE A3

HEAVY REPAIR CONTROLLER JOB
(STG066)

PERCENT
MEMBERS
PERFORMING
(N=88)

TASKS

B0023	Assign control numbers to work requests, such as work orders or DSW orders	99
B0027	Brief status of requested work to customers	97
B0048	Write DSW orders	94
D0110	Process DSW orders	92
B0031	Determine types of DSW orders	91
B0029	Determine classification of work orders	89
B0047	Upgrade or downgrade DSW orders	89
A0021	Write WIMS DSW orders	88
C0052	Determine category of service calls	86
B0026	Brief customers on work requirements	83
A0017	Process WIMS work orders	82
D0108	Prepare work orders	81
A0005	Close out WIMS work orders	80
B0044	Review delinquent DSW orders	77
E0132	Establish or operate damage control centers (DCCs)	77
D0112	Process written requests	76
D0109	Prepare written requests	75
C0050	Assign service calls to cost centers	74
E0136	Log and control damage reports, including service call functions	74
A0004	Cancel WIMS work orders	74
B0022	Assign Air Force account or cost account codes to work orders	72
C0054	Dispatch do-it-now (DIN) trucks	67
D0086	Evaluate DSW orders or work orders	67
D0091	Input labor man-hours into computer systems	64
D0071	Assign work orders to workcenters	64
C0066	Track emergency work requirements	64
E0128	Dispatch craftsmen, equipment, and material	63

TABLE A4
SELF-HELP CONTROLLER JOB
(STG053)

TASKS	PERCENT MEMBERS PERFORMING (N=14)
B0027	Brief status of requested work to customers 100
B0026	Brief customers on work requirements 93
A0004	Cancel WIMS work orders 93
A0017	Process WIMS work orders 86
D0118	Review work order folders 86
A0005	Close out WIMS work orders 86
B0022	Assign Air Force account or cost account codes to work orders 86
B0023	Assign control numbers to work requests, such as work orders or DSW orders 79
B0029	Determine classification of work orders 79
D0112	Process written requests 71
D0122	Track flow of work 71
B0045	Review work requests for adequacy, justification, or validity 64
D0113	Research work status reports 64
B0028	Coordinate self-help work materials requirements with customers 57
D0108	Prepare work orders 57
B0049	Write work status reports 57
J0309	Analyze computer output products 57
B0036	Identify reimbursement or refund requirements 57
B0030	Determine legality of base civil engineering (BCE) performing requested work 57
B0035	Identify real property capitalization requirements 57
G0269	Write or indorse military performance reports 57
E0141	Operate communications network 57
E0132	Establish or operate damage control centers (DCCs) 57
A0021	Write WIMS DSW orders 57
F0208	Perform self-aid and buddy care 57
D0109	Prepare written requests 57
E0136	Log and control damage reports, including service call 50
F0204	Perform damage control command and control activities 50

TABLE A5
SERVICE CALL DESK PERSON JOB
(STG056)

TASKS	PERCENT MEMBERS PERFORMING (N=3)
B0048 Write DSW orders	100
E0128 Dispatch craftsmen, equipment, and material	100
C0060 Maintain portable radios	100
B0031 Determine types of DSW orders	100
B0027 Brief status of requested work to customers	100
J0317 Inventory equipment, tools, parts, or supplies	100
E0162 Set up or tear down shelters	100
B0029 Determine classification of work orders	100
E0133 Fire weapons, such as 9mm pistols or M-16 rifles	100
F0208 Perform self-aid and buddy care	100
D0071 Assign work orders to workcenters	67
D0110 Process DSW orders	67
J0318 Issue or log turn-ins of equipment, tools, parts, or supplies	67
D0085 Establish work order start or completion dates	67
E0141 Operate communications network	67
B0045 Review work requests for adequacy, justification, or validity	67
D0108 Prepare work orders	67
C0066 Track emergency work requirements	67
B0039 Maintain completed DSW order files	67
E0131 Establish or operate single-point control centers	67
F0204 Perform damage control command and control activities	67
E0163 Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles	67
E0132 Establish or operate damage control centers (DCCs)	67
B0044 Review delinquent DSW orders	67
B0047 Upgrade or downgrade DSW orders	67
E0134 Inspect mobility bags or kits	67
E0153 Perform personal hygiene techniques under field conditions	67

TABLE A6

READINESS JOB
(STG051)

TASKS	PERCENT MEMBERS PERFORMING (N=3)
E0139	Maintain deployed personnel accountability 100
E0132	Establish or operate damage control centers (DCCs) 100
C0060	Maintain portable radios 100
D0077	Coordinate shop work requirements with appropriate agencies 100
E0136	Log and control damage reports, including service call functions 100
E0131	Establish or operate single-point control centers 100
C0053	Determine currency of base maps 100
E0128	Dispatch craftsmen, equipment, and material 100
D0091	Input labor man-hours into computer systems 100
D0079	Coordinate work plans with appropriate agencies 100
D0076	Coordinate scheduled work with customers 100
E0143	Participate in communications security (COMSEC) operations security (OPSEC) training during contingency exercises or operations 100
C0059	Maintain night service call event logs 100
C0056	Maintain base recovery checklists 100
C0052	Determine category of service calls 100
D0113	Research work status reports 100
D0109	Prepare written requests 100
D0085	Establish work order start or completion dates 100
D0118	Review work order folders 100
D0108	Prepare work orders 100
D0112	Process written requests 100
C0066	Track emergency work requirements 100
D0111	Process work orders, other than WIMS 100
D0123	Track scheduled work 100
H0275	Conduct on-the-job training (OJT) 67
D0098	Maintain work status reports 67
E0141	Operate communications network 67
C0055	Inspect assigned BCE vehicles before use 67

TABLE A7

CENTRALIZED PRODUCTION CONTROL JOB
(STG060)

PERCENT
MEMBERS
PERFORMING
(N=130)

TASKS

E0163	Tear down, inspect, clean, and reassemble weapons such as M-16 rifles	92
E0132	Establish or operate damage control centers (DCCs)	90
E0133	Fire weapons, such as 9mm pistols or M-16 rifles	89
F0208	Perform self-aid and buddy care	89
E0143	Participate in communications security (COMSEC) operations security (OPSEC) training during contingency exercises or operations	88
E0128	Dispatch craftsmen, equipment, and material	85
E0150	Perform force beddowns	85
E0141	Operate communications network	84
E0136	Log and control damage reports, including service call functions	84
D0108	Prepare work orders	83
E0130	Don or doff chemical warfare personal protective clothing	82
B0027	Brief status of requested work to customers	80
F0204	Perform damage control command and control activities	79
E0134	Inspect mobility bags or kits	79
D0076	Coordinate scheduled work with customers	78
D0109	Prepare written requests	78
G0260	Review work priorities	78
D0123	Track scheduled work	77
D0118	Review work order folders	77
E0153	Perform personal hygiene techniques under field conditions	77
D0112	Process written requests	76
D0071	Assign work orders to workcenters	76
G0221	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	76
B0026	Brief customers on work requirements	76
D0122	Track flow of work	75
B0029	Determine classification of work orders	75
G0233	Determine or establish work assignments or priorities	74

TABLE A8

SUPERINTENDENT JOB
(STG055)

TASKS	PERCENT MEMBERS PERFORMING (N=13)
G0250 Interpret policies, directives, or procedures for subordinates	100
G0227 Conduct supervisory performance feedback sessions	100
G0266 Write recommendations for awards or decorations	92
H0277 Determine training requirements	92
G0253 Review budget requirements	92
G0269 Write or indorse military performance reports	92
G0248 Initiate actions required due to substandard performance of personnel	92
G0215 Allocate funds	85
G0229 Counsel subordinates concerning personal matters	85
G0255 Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	85
G0259 Review outgoing correspondence or messages	77
G0260 Review work priorities	77
G0221 Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	77
G0268 Write or indorse civilian performance appraisals	77
G0245 Evaluate personnel for promotion, demotion, reclassification, or special awards	77
G0218 Assign personnel to work areas or duty positions, other than mobility, contingency, or training positions	77
G0264 Write operations instructions	77
G0261 Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	77
E0133 Fire weapons, such as 9mm pistols or M-16 rifles	77
G0217 Annotate time and attendance sheets for civilian employees	69
J0309 Analyze computer output products	69
G0241 Establish performance standards for subordinates	69
H0285 Maintain training records or files	69
H0275 Conduct on-the-job training (OJT)	69
G0263 Write job or position descriptions	69
E0153 Perform personal hygiene techniques under field conditions	69
G0251 Investigate accidents or incidents	69

TABLE A9

READINESS LOGISTICS & SUPPLY CLUSTER
(STG034)

TASKS		PERCENT MEMBERS PERFORMING (N=12)
G0232	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	92
J0309	Analyze computer output products	75
G0221	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	75
H0275	Conduct on-the-job training (OJT)	75
G0246	Evaluate prime base engineer emergency force (BEEF) operations	67
G0228	Coordinate support requirements, such as logistics, mobility, budget, or personnel, with other organizations	67
J0315	Initiate requisitions for equipment, tools, parts, or supplies	67
J0312	Establish storage requirements for equipment or supplies	67
J0317	Inventory equipment, tools, parts, or supplies	67
G0239	Draft budget requirements	67
J0321	Maintain equipment or supply storage areas	67
G0233	Determine or establish work assignments or priorities	67
I0301	Maintain administrative files	58
H0288	Schedule training sessions	58
J0322	Maintain organizational shop equipment or supply records	58
H0277	Determine training requirements	58
J0310	Coordinate maintenance of equipment with appropriate agencies	58
J0324	Maintain serial number listings	58
I0304	Maintain or update status indicators, such as boards, graphs, or charts	58
J0326	Maintain stock levels of office supplies	58
J0318	Issue or log turn-ins of equipment, tools, parts, or supplies	58
E0143	Participate in communications security (COMSEC) or operations security (OPSEC) training during contingency exercises or operations	58
G0256	Review duty rosters	58
F0211	Plot damage assessments	58
E0133	Fire weapons, such as 9mm pistols or M-16 rifles	58
G0269	Write or indorse military performance reports	58
E0144	Participate in convoy techniques for work party security	58
E0163	Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles	58

TABLE A10

PRIME BEEF READINESS JOB
(STG052)

TASKS	PERCENT MEMBERS PERFORMING (N=7)
G0246 Evaluate prime base engineer emergency force (BEEF) operations	86
H0274 Conduct mobility training	86
H0277 Determine training requirements	86
G0221 Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	86
E0160 Request or distribute mobility requirements documents	86
G0232 Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	86
E0143 Participate in communications security (COMSEC) operations security (OPSEC) training during contingency exercises or operations	86
E0134 Inspect mobility bags or kits	86
E0133 Fire weapons, such as 9mm pistols or M-16 rifles	86
E0144 Participate in convoy techniques for work party security	86
H0271 Brief personnel concerning training programs or matters	71
H0288 Schedule training sessions	71
E0156 Prepare equipment for deployments	71
J0324 Maintain serial number listings	71
E0139 Maintain deployed personnel accountability	71
H0275 Conduct on-the-job training (OJT)	71
J0309 Analyze computer output products	71
F0211 Plot damage assessments	71
G0256 Review duty rosters	71
J0318 Issue or log turn-ins of equipment, tools, parts, or supplies	71
E0150 Perform force beddowns	71
E0136 Log and control damage reports, including service call functions	71
E0163 Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles	71
H0279 Develop training programs, plans, or procedures	57
E0135 Inspect packed or palletized mobility or contingency equipment prior to transport	57

TABLE A11

READINESS NCOIC JOB
(STG049)

TASKS		PERCENT MEMBERS PERFORMING (N=5)
J0315	Initiate requisitions for equipment, tools, parts, or supplies	100
J0317	Inventory equipment, tools, parts, or supplies	100
G0232	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	100
J0312	Establish storage requirements for equipment or supplies	80
I0299	Initiate requests for TDY orders	80
G0228	Coordinate support requirements, such as logistics, mobility, budget, or personnel, with other organizations	80
J0309	Analyze computer output products	80
I0301	Maintain administrative files	80
J0321	Maintain equipment or supply storage areas	80
G0239	Draft budget requirements	80
G0255	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	80
H0275	Conduct on-the-job training (OJT)	80
G0233	Determine or establish work assignments or priorities	80
I0307	Track or prepare funds or budget	60
J0334	Research supply documents, such as TAs	60
J0333	Research numbers for local purchase items, such as federal stock numbers (FSNs) or part numbers (PNs)	60
J0310	Coordinate maintenance of equipment with appropriate agencies	60
G0253	Review budget requirements	60
J0329	Pick up, deliver, or store equipment, tools, parts, or supplies	60
G0265	Write staff studies, surveys, or routine reports, other than training or inspection reports	60
G0264	Write operations instructions	60
I0304	Maintain or update status indicators, such as boards, graphs, or charts	60
J0322	Maintain organizational shop equipment or supply records	60
J0326	Maintain stock levels of office supplies	60
H0281	Develop or procure training materials or aids	60
G0221	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	60

TABLE A12

PRIME BEEF/MOBILITY CLUSTER
(STG036)

TASKS	PERCENT MEMBERS PERFORMING (N=22)
F0208 Perform self-aid and buddy care	100
E0163 Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles	91
E0133 Fire weapons, such as 9mm pistols or M-16 rifles	86
E0132 Establish or operate damage control centers (DCCs)	81
E0130 Don or doff chemical warfare personal protective clothing	81
E0134 Inspect mobility bags or kits	81
E0153 Perform personal hygiene techniques under field conditions	77
E0147 Perform chemical warfare agent decontamination procedures	77
E0143 Participate in communications security (COMSEC) or operations security (OPSEC) training during contingency exercises or operations	72
E0144 Participate in convoy techniques for work party security	72
E0145 Perform camouflage procedures	72
F0183 Identify and report suspected unexploded ordnance (UXO)	72
E0150 Perform force beddowns	68
E0152 Perform military field sanitation techniques	68
F0204 Perform damage control command and control activities	63
E0136 Log and control damage reports, including service call functions	63
E0128 Dispatch craftsmen, equipment, and material	54
E0156 Prepare equipment for deployments	54
E0162 Set up or tear down shelters	50
C0060 Maintain portable radios	50
F0211 Plot damage assessments	45
E0146 Perform camp security	45
F0184 Inspect and report base damages	45
E0148 Perform cover and concealment techniques for work party security	45
E0142 Participate in base denial techniques	45
E0141 Operate communications network	40
E0139 Maintain deployed personnel accountability	40

TABLE A13

DISASTER PREPAREDNESS JOB
(STG058)PERCENT
MEMBERS
PERFORMING
(N=5)

TASKS

E0133	Fire weapons, such as 9mm pistols or M-16 rifles	100
E0136	Log and control damage reports, including service call functions	100
F0208	Perform self-aid and buddy care	100
E0130	Don or doff chemical warfare personal protective clothing	80
E0134	Inspect mobility bags or kits	80
E0132	Establish or operate damage control centers (DCCs)	80
E0143	Participate in communications security (COMSEC) or operations security (OPSEC) training during contingency exercises or operations	80
E0144	Participate in convoy techniques for work party security	80
E0147	Perform chemical warfare agent decontamination procedures	80
E0163	Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles	60
C0054	Dispatch do-it-now (DIN) trucks	60
C0060	Maintain portable radios	60
E0145	Perform camouflage procedures	60
F0183	Identify and report suspected unexploded ordnance (UXO)	60
C0062	Maintain standby personnel listings	60
E0149	Perform explosive ordnance reconnaissance	40
B0023	Assign control numbers to work requests, such as work orders or DSW orders	40
E0128	Dispatch craftsmen, equipment, and material	40
E0160	Request or distribute mobility requirements documents	40
I0301	Maintain administrative files	40
F0204	Perform damage control command and control activities	40
C0064	Plot contingency or emergency locations on base maps	40
C0058	Maintain control of emergency work requirements	40
C0052	Determine category of service calls	40
D0110	Process DSW orders	40

TABLE A14

PRIME BEEF TRAINER JOB
(STG073)

TASKS	PERCENT MEMBERS PERFORMING (N=11)
E0132 Establish or operate damage control centers (DCCs)	100
E0153 Perform personal hygiene techniques under field conditions	100
F0208 Perform self-aid and buddy care	100
E0163 Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles	100
E0143 Participate in communications security (COMSEC) or operations security (OPSEC) training during contingency exercises or operations	91
E0152 Perform military field sanitation techniques	91
E0133 Fire weapons, such as 9mm pistols or M-16 rifles	91
E0130 Don or doff chemical warfare personal protective clothing	91
E0134 Inspect mobility bags or kits	91
F0204 Perform damage control command and control activities	82
E0150 Perform force beddowns	82
E0147 Perform chemical warfare agent decontamination procedures	82
E0141 Operate communications network	73
E0156 Prepare equipment for deployments	73
E0144 Participate in convoy techniques for work party security	73
E0146 Perform camp security	73
E0145 Perform camouflage procedures	73
F0183 Identify and report suspected unexploded ordnance (UXO)	73
E0139 Maintain deployed personnel accountability	64
E0128 Dispatch craftsmen, equipment, and material	64
E0162 Set up or tear down shelters	64
C0060 Maintain portable radios	64
E0136 Log and control damage reports, including service call functions	64
E0151 Perform individual movement techniques for work party security	64
E0142 Participate in base denial techniques	64
F0211 Plot damage assessments	55
E0131 Establish or operate single-point control centers	55
E0135 Inspect packed or palletized mobility or contingency equipment prior to transport	55

TABLE A15

SITE DEVELOPER JOB
(STG0121)

TASKS		PERCENT MEMBERS PERFORMING (N=3)
F0193	Lay out minimum operating strip (MOS) centerlines	100
F0203	Perform damage assessments	100
F0211	Plot damage assessments	100
F0181	Identify bomb crater damages	100
E0150	Perform force beddowns	100
F0208	Perform self-aid and buddy care	100
F0177	Develop camp cantonment layouts	100
F0175	Develop bare base plans	100
E0156	Prepare equipment for deployments	100
F0165	Assess base facility damage	100
E0163	Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles	100
F0213	Prepare cantonment area maps	100
F0184	Inspect and report base damages	100
F0183	Identify and report suspected unexploded ordnance (UXO)	100
E0147	Perform chemical warfare agent decontamination procedures	100
F0176	Develop base denial plans	100
F0179	Erect or tear down bare base structures	100
F0202	Perform crater profile measurements (CPMs)	67
E0130	Don or doff chemical warfare personal protective clothing	67
E0162	Set up or tear down shelters	67
H0285	Maintain training records or files	67
F0168	Compute repair quality criteria (RQC) for rapid runway repairs (RRRs)	67
F0194	Lay out taxiway and runway traffic markings	67
H0271	Brief personnel concerning training programs or matters	67
F0204	Perform damage control command and control activities	67
F0205	Perform damage control duties, other than command and control activities	67
E0153	Perform personal hygiene techniques under field conditions	67
F0201	Perform crater layout surveys	67

TABLE A16

WIMS NETWORK ADMINISTRATOR JOB
(STG077)

TASKS		PERCENT MEMBERS PERFORMING (N=3)
E0141	Operate communications network	100
A0003	Assign WIMS passwords	100
A0020	Verify integrity of WIMS databases, such as after downtimes or modifications	100
A0016	Perform WIMS backup and restore functions	100
G0264	Write operations instructions	100
A0015	Perform minor maintenance on WIMS printers	100
J0324	Maintain serial number listings	67
A0009	Identify problems within WIMS	67
H0275	Conduct on-the-job training (OJT)	67
A0007	Distribute WIMS software programs	67
J0328	Perform file maintenance on work order master (WCM) files or work order shop (WCN) files	67
J0309	Analyze computer output products	67
A0001	Analyze impact of work information management system (WIMS) changes or modifications	67
E0130	Don or doff chemical warfare personal protective clothing	67
E0143	Participate in communications security (COMSEC) operations security (OPSEC) training during contingency exercises or operations	67
E0132	Establish or operate damage control centers (DCCs)	67
E0136	Log and control damage reports, including service call functions	67
H0281	Develop or procure training materials or aids	67
H0279	Develop training programs, plans, or procedures	67
G0252	Participate in operational evaluations or tests	67
H0272	Conduct damage control center training	67
G0255	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	67
E0137	Maintain accountability of personnel selected to fill operations plan (OPLAN) requirements	67
F0208	Perform self-aid and buddy care	67

TABLE A17

QA EVALUATOR JOB
(STG067)PERCENT
MEMBERS
PERFORMING
(N=3)

TASKS

G0262	Write inspection reports	100
G0242	Evaluate contractor performance	67
I0306	Prepare and process contracts	67
I0292	Compile data for records, reports, logs, or trend analyses	67
G0257	Review inspection reports	67
I0301	Maintain administrative files	33
G0243	Evaluate inspection report findings or inspection procedures	33
J0314	Initiate quality control evaluation data forms	33
G0253	Review budget requirements	33
G0259	Review outgoing correspondence or messages	33
G0247	Evaluate quality control procedures	33
G0220	Conduct final inspections of completed work	33
G0260	Review work priorities	33
H0290	Train facility managers	33
I0308	Write minutes of briefings, conferences, or meetings	33
G0238	Develop self-inspection or self-assessment program checklists	33
I0299	Initiate requests for TDY orders	33
G0237	Develop quality control evaluation programs	33
G0252	Participate in operational evaluations or tests	33

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APPENDIX B

TABLES 5-48

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TABLE 5

AVERAGE PERCENT TIME SPENT ON DUTIES
BY CAREER LADDER JOBS

DUTIES	GENERAL OPERATIONS CLUSTER (STG020)	READINESS LOGISTICS & SUPPLY CLUSTER (STG034)	PRIME BEEF/ MOBILITY CLUSTER (STG036)	WIMS NETWORK ADMINIST. JOB (STG077)	QA EVALUATOR JOB (STG067)
A PERFORMING WORK INFORMATION MANAGEMENT SYSTEM (WIMS) ACTIVITIES	6	1	2	27	0
B PERFORMING ZONAL OR CUSTOMER SERVICE ACTIVITIES	17	1	3	2	0
C PERFORMING SERVICE CALL OR DAMAGE CONTROL ACTIVITIES	7	1	6	0	0
D PERFORMING WORKFORCE MANAGEMENT ACTIVITIES	23	2	5	2	0
E PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES	13	13	46	20	0
F PERFORMING PRIME BASE ENGINEER EMERGENCY FORCE (BEEF) ACTIVITIES	5	7	20	4	0
G PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	15	32	8	15	61
H PERFORMING TRAINING ACTIVITIES	5	14	4	13	3
I PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	4	9	4	3	32
J PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	5	20	2	14	4

TABLE 6

AVERAGE PERCENT TIME SPENT ON DUTIES
BY CAREER LADDER JOBS (AD)

DUTIES	GENERAL OPERATIONS CLUSTER (STG020)	READINESS LOGISTICS & SUPPLY CLUSTER (STG034)	PRIME BEEF/ MOBILITY CLUSTER (STG036)	WIMS NETWORK ADMINIST. JOB (STG077)	QA EVALUATOR JOB (STG067)
A PERFORMING WORK INFORMATION MANAGEMENT SYSTEM (WIMS) ACTIVITIES	9	2	7	27	0
B PERFORMING ZONAL OR CUSTOMER SERVICE ACTIVITIES	23	2	5	2	0
C PERFORMING SERVICE CALL OR DAMAGE CONTROL ACTIVITIES	8	1	5	0	0
D PERFORMING WORKFORCE MANAGEMENT ACTIVITIES	23	3	4	2	0
E PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES	10	3	52	20	0
F PERFORMING PRIME BASE ENGINEER EMERGENCY FORCE (BEEF) ACTIVITIES	3	9	11	4	0
G PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	13	28	5	16	62
H PERFORMING TRAINING ACTIVITIES	4	19	3	12	2
I PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	3	8	6	3	32
J PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	4	25	2	14	4

TABLE 7

AVERAGE PERCENT TIME SPENT ON DUTIES
BY CAREER LADDER JOBS (ANG)

<u>DUTIES</u>	GENERAL OPERATIONS CLUSTER (STG020)	READINESS LOGISTICS & SUPPLY CLUSTER (STG034)	PRIME BEEF/ MOBILITY CLUSTER (STG036)
A PERFORMING WORK INFORMATION MANAGEMENT SYSTEM (WIMS) ACTIVITIES	2	0	2
B PERFORMING ZONAL OR CUSTOMER SERVICE ACTIVITIES	13	0	3
C PERFORMING SERVICE CALL OR DAMAGE CONTROL ACTIVITIES	7	1	6
D PERFORMING WORKFORCE MANAGEMENT ACTIVITIES	23	2	7
E PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES	17	16	39
F PERFORMING PRIME BASE ENGINEER EMERGENCY FORCE (BEEF) ACTIVITIES	8	13	27
G PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	15	42	9
H PERFORMING TRAINING ACTIVITIES	5	19	3
I PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	4	5	2
J PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	6	2	2

TABLE 8

AVERAGE PERCENT TIME SPENT ON DUTIES
BY CAREER LADDER JOBS (AFRC)

DUTIES		GENERAL OPERATIONS CLUSTER (STG020)	READINESS LOGISTICS & SUPPLY CLUSTER (STG034)	PRIME BEEF/ MOBILITY CLUSTER (STG036)
A	PERFORMING WORK INFORMATION MANAGEMENT SYSTEM (WIMS) ACTIVITIES	*	0	0
B	PERFORMING ZONAL OR CUSTOMER SERVICE ACTIVITIES	3	0	1
C	PERFORMING SERVICE CALL OR DAMAGE CONTROL ACTIVITIES	3	1	6
D	PERFORMING WORKFORCE MANAGEMENT ACTIVITIES	12	2	2
E	PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES	19	21	56
F	PERFORMING PRIME BASE ENGINEER EMERGENCY FORCE (BEEF) ACTIVITIES	9	4	16
G	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	26	33	6
H	PERFORMING TRAINING ACTIVITIES	9	9	7
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	8	12	5
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	11	18	1

* Denotes less than 1 percent

TABLE 9

SELECTED BACKGROUND DATA FOR CAREER LADDER JOBS

	GENERAL OPERATIONS CLUSTER (STG020)	READINESS LOGISTICS & SUPPLY CLUSTER (STG034)	PRIME BEEF/ MOBILITY CLUSTER (STG036)	WIMS NETWORK ADMINIST. JOB (STG077)	QA EVALUATOR JOB (STG067)
TOTAL NUMBER IN GROUP	257	12	22	3	3
<u>DAFSC DISTRIBUTION</u>					
3E631	46	33	42	33	0
3E671	36	17	50	67	100
3E691	18	50	8	0	0
<u>PAYGRADE DISTRIBUTION</u>					
E1-E3	0	0	0	0	0
E-4	9	0	14	0	0
E-5	35	8	32	67	0
E-6	20	33	32	33	67
E-7	23	18	14	0	33
E-8	12	33	8	0	0
E-9	*	8	0	0	0
AVERAGE NUMBER OF TASKS PERFORMED	108	62	42	31	8

* Denotes less than 1%

TABLE 10

SELECTED BACKGROUND DATA FOR CAREER LADDER JOBS (AD)

	GENERAL OPERATIONS CLUSTER (STG020)	READINESS LOGISTICS & SUPPLY CLUSTER (STG034)	PRIME BEEF/ MOBILITY CLUSTER (STG036)	WIMS NETWORK ADMINIST. JOB (STG077)	QA EVALUATOR JOB (STG067)
TOTAL NUMBER IN GROUP	152	5	5	3	3
<u>DAFSC DISTRIBUTION</u>					
3E631	70	80	100	33	0
3E671	27	0	0	67	100
3E691	3	20	0	0	0
<u>PAYGRADE DISTRIBUTION</u>					
E1-E3	0	0	0	0	0
E-4	15	0	20	0	0
E-5	49	20	60	67	0
E-6	18	60	20	33	67
E-7	15	0	0	0	33
E-8	3	20	0	0	0
E-9	0	0	0	0	0
AVERAGE NUMBER OF TASKS PERFORMED	91	62	36	31	8

TABLE II

SELECTED BACKGROUND DATA FOR CAREER LADDER JOBS (ANG)

	GENERAL OPERATIONS CLUSTER (STG020)	READINESS LOGISTICS & SUPPLY CLUSTER (STG034)	PRIME BEEF/ MOBILITY CLUSTER (STG036)
TOTAL NUMBER IN GROUP	79	1	11
<u>DAFSC DISTRIBUTION</u>			
3E631	11	0	9
3E671	54	0	73
3E691	35	100	18
<u>PAYGRADE DISTRIBUTION</u>			
E1-E3	0	0	0
E-4	0	0	9
E-5	15	0	9
E-6	20	0	37
E-7	40	100	27
E-8	25	0	18
E-9	0	0	0
AVERAGE NUMBER OF TASKS PERFORMED	107	72	47

TABLE 12

SELECTED BACKGROUND DATA FOR CAREER LADDER JOBS (AFRC)

	GENERAL OPERATIONS CLUSTER (STG020)	READINESS LOGISTICS & SUPPLY CLUSTER (STG034)	PRIME BEEF/ MOBILITY CLUSTER (STG036)
TOTAL NUMBER IN GROUP	26	6	6
<u>DAFSC DISTRIBUTION</u>			
3E631	8	0	50
3E671	38	33	50
3E691	54	67	0
<u>PAYGRADE DISTRIBUTION</u>			
E1-E3	0	0	0
E-4	0	0	17
E-5	12	0	50
E-6	34	17	33
E-7	27	33	0
E-8	23	33	0
E-9	4	17	0
AVERAGE NUMBER OF TASKS PERFORMED	158	61	37

TABLE 13

DISTRIBUTION OF AFSC 3E6XI
SKILL-LEVEL MEMBERS ACROSS CAREER LADDER JOBS

JOB	3E631 (N=143)	3E671 (N=127)	3E691 (N=61)
GENERAL OPERATIONS CLUSTER	117	93	47
READINESS LOGISTICS & SUPPLY CLUSTER	4	2	6
PRIME BEEF/MOBILITY CLUSTER	9	11	2
WIMS NETWORK ADMINISTRATION JOB	1	2	0
QA EVALUATOR JOB	0	3	0
NOT GROUPED	12	16	6

TABLE 14

TIME SPENT ON DUTIES BY MEMBERS OF AFSC 3E6X1
SKILL-LEVEL GROUPS
(RELATIVE PERCENT OF JOB TIME)

DUTIES	DAFSC 3E631 (N=143)	DAFSC 3E671 (N=127)	DAFSC 3E691 (N=61)
A PERFORMING WORK INFORMATION MANAGEMENT SYSTEM (WIMS) ACTIVITIES	9	3	3
B PERFORMING ZONAL OR CUSTOMER SERVICE ACTIVITIES	21	11	6
C PERFORMING SERVICE CALL OR DAMAGE CONTROL ACTIVITIES	9	5	4
D PERFORMING WORKFORCE MANAGEMENT ACTIVITIES	21	18	14
E PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES	14	17	15
F PERFORMING PRIME BASE ENGINEER EMERGENCY (BEEF) ACTIVITIES	5	7	7
G PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	8	18	27
H PERFORMING TRAINING ACTIVITIES	4	7	9
I PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	4	7	7
J PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	5	7	8

TABLE 15

REPRESENTATIVE TASKS PERFORMED BY DAFSC 3E631 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=143)
B0023	Assign control numbers to work requests, such as work orders or DSW orders	80
B0027	Brief status of requested work to customers	78
B0031	Determine types of DSW orders	78
B0048	Write DSW orders	77
A0021	Write WIMS DSW orders	76
D0110	Process DSW orders	75
B0029	Determine classification of work orders	75
A0017	Process WIMS work orders	71
B0026	Brief customers on work requirements	71
E0132	Establish or operate damage control centers (DCCs)	71
D0109	Prepare written requests	70
D0108	Prepare work orders	70
A0005	Close out WIMS work orders	70
B0047	Upgrade or downgrade DSW orders	69
E0136	Log and control damage reports, including service call functions	69
C0052	Determine category of service calls	67
A0004	Cancel WIMS work orders	67
D0112	Process written requests	64
F0208	Perform self-aid and buddy care	63
C0050	Assign service calls to cost centers	62
B0022	Assign Air Force account or cost account codes to work orders	62
E0133	Fire weapons, such as 9mm pistols or M-16 rifles	62
B0044	Review delinquent DSW orders	60
E0143	Participate in communications security (COMSEC) or operations security (OPSEC) training during contingency exercises or operations	59
E0163	Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles	59
E0141	Operate communications network	56
E0128	Dispatch craftsmen, equipment, and material	56
AVERAGE NUMBER OF TASKS PERFORMED		73

TABLE 16

REPRESENTATIVE TASKS PERFORMED BY DAFSC 3E671 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=127)
F0208	Perform self-aid and buddy care	74
E0163	Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles	73
E0133	Fire weapons, such as 9mm pistols or M-16 rifles	72
E0132	Establish or operate damage control centers (DCCs)	72
E0130	Don or doff chemical warfare personal protective clothing	69
E0136	Log and control damage reports, including service call functions	66
E0141	Operate communications network	64
B0027	Brief status of requested work to customers	62
E0128	Dispatch craftsmen, equipment, and material	62
E0143	Participate in communications security (COMSEC) or operations security (OPSEC) training during contingency exercises or operations	62
E0134	Inspect mobility bags or kits	60
E0153	Perform personal hygiene techniques under field conditions	60
E0150	Perform force beddowns	60
D0108	Prepare work orders	59
B0029	Determine classification of work orders	57
D0118	Review work order folders	57
C0060	Maintain portable radios	55
F0204	Perform damage control command and control activities	55
D0109	Prepare written requests	54
B0026	Brief customers on work requirements	54
D0122	Track flow of work	54
E0144	Participate in convoy techniques for work party security	54
H0285	Maintain training records or files	54
D0071	Assign work orders to workcenters	54
E0162	Set up or tear down shelters	54
H0275	Conduct on-the-job training (OJT)	53
AVERAGE NUMBER OF TASKS PERFORMED		92

TABLE 17

TASKS THAT BEST DIFFERENTIATE BETWEEN DAFSC 3E631 AND 3E671 PERSONNEL

TASKS	DAFSC 3E631 (N=143)	DAFSC 3E671 (N=127)	DIFFERENCE
A0021 Write WIMS DSW orders	76	24	52
A0017 Process WIMS work orders	71	30	41
B0031 Determine types of DSW orders	78	39	39
B0048 Write DSW orders	77	39	38
A0004 Cancel WIMS work orders	67	30	37
A0005 Close out WIMS work orders	70	33	37
D0110 Process DSW orders	75	40	35
B0047 Upgrade or downgrade DSW orders	69	35	34
B0022 Assign Air Force account or cost account codes to work orders	62	32	31
A0010 Input actual hours and deviations on WIMS weekly work schedules	49	19	30
A0019 Update WIMS daily time records or work schedules	45	16	30
B0023 Assign control numbers to work requests, such as work orders or DSW orders G0229	80	52	28
<hr/>			
E0144 Participate in convoy techniques for work party	26	54	-28
H0285 Maintain training records or files	27	54	-27
H0271 Brief personnel concerning training programs or matters	20	46	-25

TABLE 18

REPRESENTATIVE TASKS PERFORMED BY DAFSC 3E691 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=61)
E0133	Fire weapons, such as 9mm pistols or M-16 rifles	84
E0163	Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles	82
F0208	Perform self-aid and buddy care	80
E0143	Participate in communications security (COMSEC) or operations security (OPSEC) training during contingency exercises or operations	79
E0132	Establish or operate damage control centers (DCCs)	79
E0150	Perform force beddowns	79
E0130	Don or doff chemical warfare personal protective clothing	77
G0232	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	75
G0229	Counsel subordinates concerning personal matters	75
G0257	Review inspection reports	75
E0144	Participate in convoy techniques for work party security	75
G0221	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	74
E0153	Perform personal hygiene techniques under field conditions	74
G0258	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	72
G0266	Write recommendations for awards or decorations	72
D0070	Analyze manpower requirements	72
E0134	Inspect mobility bags or kits	72
H0277	Determine training requirements	70
G0233	Determine or establish work assignments or priorities	70
G0228	Coordinate support requirements, such as logistics, mobility, budget, or personnel, with other organizations	70
G0259	Review outgoing correspondence or messages	70
E0128	Dispatch craftsmen, equipment, and material	70
AVERAGE NUMBER OF TASKS PERFORMED		55

TABLE 19

TASKS THAT BEST DIFFERENTIATE BETWEEN DAFSC 3E671 AND DAFSC 3E691 PERSONNEL*

TASKS	DAFSC 3E671 (N=127)	DAFSC 3E691 (N=61)	DIFFERENCE
G0262 Write inspection reports	14	48	-34
D0069 Analyze facility requirements	22	56	-34
G0256 Review duty rosters	35	69	-34
G0224 Conduct safety inspections of equipment or facilities	23	57	-34
G0258 Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	37	72	-35
I0299 Initiate requests for TDY orders	24	59	-35
G0259 review outgoing correspondence or messages	35	70	-36
G0246 Evaluate prime base engineer emergency force (BEEF) operations	18	54	-36
G0234 Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	26	62	-36
G0223 Conduct informal inspections of assigned shops	16	52	-36
G0249 Initiate personnel action requests	25	62	-37
G0254 Review classified correspondence or documents	20	57	-37
G0261 Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	28	66	-38
I0307 Track or prepare funds or budget	17	56	-39
H0289 Select individuals for specialized training	22	61	-39
G0267 Write replies to inspection reports	25	64	-39
D0070 Analyze manpower requirements	32	72	-40
G0232 Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	33	75	-42
G0257 Review inspection reports	32	75	-43
G0228 Coordinate support requirements, such as logistics, mobility, budget, or personnel, with other organizations	27	70	-43

*All distinguishing tasks (those which are performed at substantially higher rates by one group than the other) are performed at higher rates by 3E691 personnel than by 3E671 personnel.

TABLE 20

DISTRIBUTION OF AFSC 3E6X1 AD
SKILL-LEVEL MEMBERS ACROSS CAREER LADDER JOBS

JOB	3E631 (N=127)	3E671 (N=56)	3E691 (N=8)
GENERAL OPERATIONS CLUSTER	106	41	5
READINESS LOGISTICS & SUPPLY CLUSTER	4	0	1
PRIME BEEF/MOBILITY CLUSTER	5	0	0
WIMS NETWORK ADMINISTRATION JOB	1	2	0
QA EVALUATOR JOB	0	3	0
NOT GROUPED	11	10	2

TABLE 21

TIME SPENT ON DUTIES BY MEMBERS OF AFSC 3E6X1 AD
SKILL-LEVEL GROUPS
(RELATIVE PERCENT OF JOB TIME)

DUTIES	DAFSC 3E631 (N=11)	DAFSC 3E671 (N=53)	DAFSC 3E691 (N=34)
A PERFORMING WORK INFORMATION MANAGEMENT SYSTEM (WIMS) ACTIVITIES	10	5	2
B PERFORMING ZONAL OR CUSTOMER SERVICE ACTIVITIES	22	13	8
C PERFORMING SERVICE CALL OR DAMAGE CONTROL ACTIVITIES	9	4	2
D PERFORMING WORKFORCE MANAGEMENT ACTIVITIES	23	18	15
E PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES	12	8	11
F PERFORMING PRIME BASE ENGINEER EMERGENCY (BEEF) ACTIVITIES	4	3	5
G PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	8	27	34
H PERFORMING TRAINING ACTIVITIES	4	6	5
I PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	4	8	11
J PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	4	8	7

TABLE 22

REPRESENTATIVE TASKS PERFORMED BY DAFSC 3E631 AD PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=127)
A0021	Write WIMS DSW orders	84
B0023	Assign control numbers to work requests, such as work orders or DSW orders	83
B0027	Brief status of requested work to customers	83
B0031	Determine types of DSW orders	82
B0048	Write DSW orders	79
D0110	Process DSW orders	79
A0017	Process WIMS work orders	78
B0029	Determine classification of work orders	76
A0005	Close out WIMS work orders	76
B0026	Brief customers on work requirements	75
D0109	Prepare written requests	72
B0047	Upgrade or downgrade DSW orders	72
A0004	Cancel WIMS work orders	72
D0108	Prepare work orders	71
E0136	Log and control damage reports, including service call functions	71
E0132	Establish or operate damage control centers (DCCs)	69
C0052	Determine category of service calls	69
B0022	Assign Air Force account or cost account codes to work orders	69
D0112	Process written requests	68
C0050	Assign service calls to cost centers	65
B0044	Review delinquent DSW orders	63
F0208	Perform self-aid and buddy care	60
E0133	Fire weapons, such as 9mm pistols or M-16 rifles	60
D0086	Evaluate DSW orders or work orders	58
E0141	Operate communications network	57
AVERAGE NUMBER OF TASKS PERFORMED		73

TABLE 23

REPRESENTATIVE TASKS PERFORMED BY 3E671 AD PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=56)
G0269	Write or indorse military performance reports	68
G0227	Conduct supervisory performance feedback sessions	68
G0229	Counsel subordinates concerning personal matters	68
G0221	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	64
E0141	Operate communications network	64
G0260	Review work priorities	64
B0027	Brief status of requested work to customers	61
J0309	Analyze computer output products	61
G0266	Write recommendations for awards or decorations	61
E0132	Establish or operate damage control centers (DCCs)	61
E0136	Log and control damage reports, including service call functions	61
F0208	Perform self-aid and buddy care	61
G0264	Write operations instructions	59
A0005	Close out WIMS work orders	59
B0029	Determine classification of work orders	59
G0241	Establish performance standards for subordinates	59
G0250	Interpret policies, directives, or procedures for subordinates	59
H0285	Maintain training records or files	59
A0004	Cancel WIMS work orders	57
E0133	Fire weapons, such as 9mm pistols or M-16 rifles	57
B0026	Brief customers on work requirements	55
E0163	Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles	55
I0292	Compile data for records, reports, logs, or trend analyses	54
B0045	Review work requests for adequacy, justification, or validity	54
D0109	Prepare written requests	54
AVERAGE NUMBER OF TASKS PERFORMED		85

TABLE 24

TASKS THAT BEST DIFFERENTIATE BETWEEN DAFSC 3E631 AND DAFSC 3E671 AD PERSONNEL

TASKS	DAFSC 3E631 (N=127)	DAFSC 3E671 (N=56)	DIFFERENCE
B0031 Determine types of DSW orders	82	45	37
A0021 Write WIMS DSW orders	84	50	34
D0110 Process DSW orders	79	45	34
B0048 Write DSW orders	79	46	32
A0017 Process WIMS work orders	78	46	32
C0052 Determine category of service calls	69	38	31
B0047 Upgrade or downgrade DSW orders	72	43	30
B0023 Assign control numbers to work requests, such as work orders or DSW orders	83	54	29
C0050 Assign service calls to cost centers	65	36	29
D0108 Prepare work orders	71	48	23
A0019 Update WIMS daily time records or work schedules	49	27	22
G0269 Write or indorse military performance reports	27	68	-41
G0229 Counsel subordinates concerning personal matters	28	68	-40
G0266 Write recommendations for awards or decorations	23	61	-38
G0264 Write operations instructions	20	59	-38
G0260 Review work priorities	28	64	-37
G0241 Establish performance standards for subordinates	22	59	-37
G0248 Initiate actions required due to substandard performance of personnel	16	52	-36
H0277 Determine training requirements	18	54	-35
H0285 Maintain training records or files	25	59	-34
G0226 Conduct supervisory orientations for newly assigned personnel	13	46	-34
G0219 Assign sponsors for newly assigned personnel	11	43	-32

TABLE 25

REPRESENTATIVE TASKS PERFORMED BY 3E691 AD PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=8)
I0301	Maintain administrative files	100
G0255	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	100
I0307	Track or prepare funds or budget	88
G0228	Coordinate support requirements, such as logistics, mobility, budget, or personnel, with other organizations	88
G0253	Review budget requirements	88
G0250	Interpret policies, directives, or procedures for subordinates	88
G0240	Draft supplements or changes to directives, such as policy directives, instructions, or manuals	88
G0264	Write operations instructions	88
I0308	Write minutes of briefings, conferences, or meetings	75
B0027	Brief status of requested work to customers	75
G0259	Review outgoing correspondence or messages	75
G0254	Review classified correspondence or documents	75
G0265	Write staff studies, surveys, or routine reports, other than training or inspection reports	75
G0221	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	75
G0232	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	75
G0260	Review work priorities	75
B0037	Identify work for contracts	75
G0239	Draft budget requirements	75
G0234	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	75
G0266	Write recommendations for awards or decorations	75
G0258	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	75
G0263	Write job or position descriptions	75
J0315	Initiate requisitions for equipment, tools, parts, or supplies	75
G0261	Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	75
AVERAGE NUMBER OF TASKS PERFORMED		112

TABLE 26

TASKS THAT BEST DIFFERENTIATE BETWEEN 3E671 AND 3E691 AD PERSONNEL

TASKS	3E671 (N=56)	3E691 (N=8)	DIFFERENCE
C0056	29	*	29
A0012	27	*	27
C0062	39	13	27
J0309	61	38	23
D0091	36	13	23
A0015	21	*	21
B0029	59	38	21
H0285	59	38	21
<hr/>			
G0239	25	75	-50
I0307	20	88	-68
G0254	13	75	-63
G0234	16	75	-59
I0301	43	100	-57
G0253	32	88	-55
G0228	32	88	-55
I0305	9	63	-54
G0255	46	100	-54
G0240	36	88	-52
I0294	13	63	-50

* Denotes less than 1 percent

TABLE 27

DISTRIBUTION OF AFSC 3E6X1 ANG
SKILL-LEVEL MEMBERS ACROSS CAREER LADDER JOBS

JOB	3E631 (N=11)	3E671 (N=53)	3E691 (N=34)
GENERAL OPERATIONS CLUSTER	9	42	28
READINESS LOGISTICS & SUPPLY CLUSTER	0	0	1
PRIME BEEF/MOBILITY CLUSTER	1	8	2
NOT GROUPED	1	3	3

TABLE 28

TIME SPENT ON DUTIES BY MEMBERS OF AFSC 3E6X1 ANG
SKILL-LEVEL GROUPS
(RELATIVE PERCENT OF JOB TIME)

DUTIES	DAFSC 3E631 (N=11)	DAFSC 3E671 (N=53)	DAFSC 3E691 (N=34)
A PERFORMING WORK INFORMATION MANAGEMENT SYSTEM (WIMS) ACTIVITIES	4	2	4
B PERFORMING ZONAL OR CUSTOMER SERVICE ACTIVITIES	14	12	9
C PERFORMING SERVICE CALL OR DAMAGE CONTROL ACTIVITIES	12	7	5
D PERFORMING FORCE MANAGEMENT ACTIVITIES	19	22	18
E PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES	20	22	15
F PERFORMING PRIME BASE ENGINEER EMERGENCY (BEEF) ACTIVITIES	11	11	8
G PERFORMING AGEMENT AND SUPERVISORY ACTIVITIES	7	10	22
H PERFORMING TRAINING ACTIVITIES	2	4	8
I PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	3	4	5
J PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	6	5

TABLE 29

REPRESENTATIVE TASKS PERFORMED BY DAFSC 3E631 ANG PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=11)
C0060	Maintain portable radios	82
D0071	Assign work orders to workcenters	82
B0048	Write DSW orders	82
E0133	Fire weapons, such as 9mm pistols or M-16 rifles	82
E0132	Establish or operate damage control centers (DCCs)	82
F0208	Perform self-aid and buddy care	82
E0134	Inspect mobility bags or kits	73
B0029	Determine classification of work orders	73
C0052	Determine category of service calls	73
F0204	Perform damage control command and control activities	73
D0108	Prepare work orders	73
E0147	Perform chemical warfare agent decontamination procedures	73
E0153	Perform personal hygiene techniques under field conditions	73
B0027	Brief status of requested work to customers	64
E0128	Dispatch craftsmen, equipment, and material	64
E0143	Participate in communications security (COMSEC) or operations security (OPSEC) training during contingency exercises or operations	64
D0110	Process DSW orders	64
C0066	Track emergency work requirements	64
E0162	Set up or tear down shelters	64
B0023	Assign control numbers to work requests, such as work orders or DSW orders	64
B0045	Review work requests for adequacy, justification, or validity	64
E0163	Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles	64
F0165	Assess base facility damage	64
E0150	Perform force beddowns	64
C0050	Assign service calls to cost centers	55
J0318	Issue or log turn-ins of equipment, tools, parts, or supplies	55
AVERAGE NUMBER OF TASKS PERFORMED		85

TABLE 30

REPRESENTATIVE TASKS PERFORMED BY DAFSC 3E671 ANG PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=53)
F0208	Perform self-aid and buddy care	87
E0163	Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles	87
E0128	Dispatch craftsmen, equipment, and material	83
E0132	Establish or operate damage control centers (DCCs)	79
E0133	Fire weapons, such as 9mm pistols or M-16 rifles	79
E0130	Don or doff chemical warfare personal protective clothing	77
E0145	Perform camouflage procedures	77
E0144	Participate in convoy techniques for work party security	77
D0071	Assign work orders to workcenters	75
D0108	Prepare work orders	74
C0060	Maintain portable radios	74
B0027	Brief status of requested work to customers	74
E0162	Set up or tear down shelters	74
E0134	Inspect mobility bags or kits	72
E0153	Perform personal hygiene techniques under field conditions	72
E0147	Perform chemical warfare agent decontamination procedures	72
E0150	Perform force beddowns	72
D0118	Review work order folders	70
D0123	Track scheduled work	70
E0136	Log and control damage reports, including service call functions	70
C0052	Determine category of service calls	68
D0122	Track flow of work	68
E0143	Participate in communications security (COMSEC) or operations security (OPSEC) training during contingency exercises or operations	68
B0029	Determine classification of work orders	68
D0085	Establish work order start or completion dates	68
D0076	Coordinate scheduled work with customers	68
AVERAGE NUMBER OF TASKS PERFORMED		97

TABLE 31

TASKS THAT BEST DIFFERENTIATE BETWEEN DAFSC 3E631 AND DAFSC 3E671 ANG PERSONNEL

TASKS	3E631 (N=11)	3E671 (N=53)	DIFFERENCE
B0048 Write DSW orders	82	43	38
F0198 Operate RRR equipment	55	26	28
F0194 Lay out taxiway and runway traffic markings	36	9	27
F0186 Install concrete slabs	36	9	27
F0167 Assist in evaluating landing zones	45	19	27
A0004 Cancel WIMS work orders	36	11	25
F0199 Perform bomb damage repairs, other than crater repairs	36	13	23
F0165 Assess base facility damage	64	43	20
B0047 Upgrade or downgrade DSW orders	55	36	19
E0126 Assess vehicle requirements	55	36	19
A0015 Perform minor maintenance on WIMS printers	18	*	18
F0185 Install airfield lighting	27	9	18
<hr/>			
D0118 Review work order folders	27	70	-43
E0140 Maintain disaster preparedness checklists	*	34	-34
E0144 Participate in convoy techniques for work party security	45	77	-32
E0145 Perform camouflage procedures	45	77	-32
D0092 Input weekly or monthly labor estimates into computer systems	*	30	-30
E0139 Maintain deployed personnel accountability	9	38	-29
D0098 Maintain work status reports	18	47	-29
H0275 Conduct on-the-job training (OJT)	27	57	-29
E0148 Perform cover and concealment techniques for work party security	36	62	-26
I0308 Write minutes of briefings, conferences, or meetings	*	25	-25
F0210 Perform survival recovery cell operations	9	34	-25
E0142 Participate in base denial techniques	27	51	-24

* Denotes less than 1 percent

TABLE 32

REPRESENTATIVE TASKS PERFORMED BY DAFSC 3E691 ANG PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=34)
E0163	Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles	85
E0133	Fire weapons, such as 9mm pistols or M-16 rifles	85
F0208	Perform self-aid and buddy care	82
E0143	Participate in communications security (COMSEC) or operations security (OPSEC) training during contingency exercises or operations	79
E0132	Establish or operate damage control centers (DCCs)	79
E0150	Perform force beddowns	79
G0229	Counsel subordinates concerning personal matters	76
E0130	Don or doff chemical warfare personal protective clothing	76
D0070	Analyze manpower requirements	76
E0144	Participate in convoy techniques for work party security	76
E0128	Dispatch craftsmen, equipment, and material	74
E0136	Log and control damage reports, including service call functions	74
E0134	Inspect mobility bags or kits	74
G0233	Determine or establish work assignments or priorities	71
H0285	Maintain training records or files	71
I0302	Maintain facility files	71
D0118	Review work order folders	71
G0257	Review inspection reports	71
D0073	Coordinate briefings with BCE	71
E0153	Perform personal hygiene techniques under field conditions	71
D0117	Review self-inspection programs	71
E0141	Operate communications network	68
G0216	Analyze workload requirements	68
D0087	Examine work orders for recurring work program (RWP) inputs	68
G0226	Conduct supervisory orientations for newly assigned personnel	68
AVERAGE NUMBER OF TASKS PERFORMED		129

TABLE 33

TASKS THAT BEST DIFFERENTIATE BETWEEN DAFSC 3E671 AND DAFSC 3E691 ANG PERSONNEL

TASKS	DAFSC 3E671 (N=53)	DAFSC 3E691 (N=34)	DIFFERENCE
G0228 Coordinate support requirements, such as logistics, mobility, budget, or personnel, with other organizations	11	59	-48
G0257 Review inspection reports	25	71	-46
G0261 Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	11	56	-45
G0266 Write recommendations for awards or decorations	17	62	-45
G0226 Conduct supervisory orientations for newly assigned personnel	23	68	-45
G0269 Write or indorse military performance reports	15	59	-44
G0229 Counsel subordinates concerning personal matters	32	76	-44
H0289 Select individuals for specialized training	17	59	-42
G0245 Evaluate personnel for promotion, demotion, reclassification, or special awards	23	65	-42
G0249 Initiate personnel action requests	15	56	-41
G0259 Review outgoing correspondence or messages	21	62	-41
G0224 Conduct safety inspections of equipment or facilities	21	62	-41
G0267 Write replies to inspection reports	13	53	-40
D0117 Review self-inspection programs	30	71	-40
G0233 Determine or establish work assignments or priorities	49	71	-22
G0253 Review budget requirements	8	29	-22
I0307 Track or prepare funds or budget	8	29	-22
G0247 Evaluate quality control procedures	19	41	-22
I0313 Evaluate equipment allowance or authorization changes	11	32	-21
I0323 Maintain property custody authorization/custody receipt listings (CA/CRLs)	17	38	-21
H0281 Develop or procure training materials or aids	23	44	-21
G0252 Participate in operational evaluations or tests	23	44	-21
D0104 Perform RWP analyses	15	35	-20
G0258 Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	42	62	-20
E0138 Maintain base OPLAN files	21	41	-20
D0087 Examine work orders for recurring work program (RWP) inputs	47	68	-20

TABLE 34

DISTRIBUTION OF AFSC 3E6X1 AFRC
SKILL-LEVEL MEMBERS ACROSS CAREER LADDER JOBS

JOB	3E631 (N=5)	3E671 (N=18)	3E691 (N=19)
GENERAL OPERATIONS CLUSTER	2	10	4
READINESS LOGISTICS & SUPPLY CLUSTER	0	2	4
PRIME BEEF/MOBILITY CLUSTER	3	3	0
NOT GROUPED	0	3	11

TABLE 35

TIME SPENT ON DUTIES BY MEMBERS OF AFSC 3E6X1 AFRC
SKILL-LEVEL GROUPS
(RELATIVE PERCENT OF JOB TIME)

DUTIES	DAFSC 3E631 (N=5)	DAFSC 3E671 (N=18)	DAFSC 3E691 (N=19)
A PERFORMING WORK INFORMATION MANAGEMENT SYSTEM (WIMS) ACTIVITIES	0	*	*
B PERFORMING ZONAL OR CUSTOMER SERVICE ACTIVITIES	4	2	1
C PERFORMING SERVICE CALL OR DAMAGE CONTROL ACTIVITIES	6	4	2
D PERFORMING WORKFORCE MANAGEMENT ACTIVITIES	9	8	8
E PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES	42	31	16
F PERFORMING PRIME BASE ENGINEER EMERGENCY (BEEF) ACTIVITIES	14	10	7
G PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	6	17	34
H PERFORMING TRAINING ACTIVITIES	7	10	10
I PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	8	9	8
J PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	4	8	13

* Denotes less than 1 percent

TABLE 36

REPRESENTATIVE TASKS PERFORMED BY 3E631 AFRC PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=5)
E0132	Establish or operate damage control centers (DCCs)	100
F0208	Perform self-aid and buddy care	100
E0143	Participate in communications security (COMSEC) or operations security (OPSEC) training during contingency exercises or operations	100
E0163	Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles	80
E0133	Fire weapons, such as 9mm pistols or M-16 rifles	80
E0134	Inspect mobility bags or kits	80
E0147	Perform chemical warfare agent decontamination procedures	80
E0151	Perform individual movement techniques for work party security	80
E0150	Perform force beddowns	80
E0145	Perform camouflage procedures	80
E0148	Perform cover and concealment techniques for work party security	80
F0183	Identify and report suspected unexploded ordnance (UXO)	80
E0160	Request or distribute mobility requirements documents	60
E0130	Don or doff chemical warfare personal protective clothing	60
F0204	Perform damage control command and control activities	60
H0285	Maintain training records or files	60
E0149	Perform explosive ordnance reconnaissance	60
E0152	Perform military field sanitation techniques	60
E0146	Perform camp security	60
I0301	Maintain administrative files	60
G0258	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	60
E0144	Participate in convoy techniques for work party security	60
E0162	Set up or tear down shelters	60
B0042	Maintain work order priority lists or registers	60
AVERAGE NUMBER OF TASKS PERFORMED		56

TABLE 37

REPRESENTATIVE TASKS PERFORMED BY DAFSC 3E671 AFRC PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=18)
E0133	Fire weapons, such as 9mm pistols or M-16 rifles	100
E0163	Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles	89
E0130	Don or doff chemical warfare personal protective clothing	89
E0150	Perform force beddowns	89
E0132	Establish or operate damage control centers (DCCs)	83
E0153	Perform personal hygiene techniques under field conditions	78
E0143	Participate in communications security (COMSEC) or operations security (OPSEC) training during contingency exercises or operations	78
E0134	Inspect mobility bags or kits	78
F0211	Plot damage assessments	78
F0208	Perform self-aid and buddy care	78
E0162	Set up or tear down shelters	78
E0144	Participate in convoy techniques for work party security	78
E0156	Prepare equipment for deployments	72
C0060	Maintain portable radios	72
E0136	Log and control damage reports, including service call functions	72
E0152	Perform military field sanitation techniques	72
E0145	Perform camouflage procedures	72
E0128	Dispatch craftsmen, equipment, and material	67
E0147	Perform chemical warfare agent decontamination procedures	67
E0146	Perform camp security	67
H0285	Maintain training records or files	61
H0271	Brief personnel concerning training programs or matters	61
E0160	Request or distribute mobility requirements documents	61
I0301	Maintain administrative files	61
F0204	Perform damage control command and control activities	61
AVERAGE NUMBER OF TASKS PERFORMED		99

TABLE 38

TASKS THAT BEST DIFFERENTIATE BETWEEN DAFSC 3E631 AND 3E671 AFRC PERSONNEL

TASKS	DAFSC 3E631 (N=5)	DAFSC 3E671 (N=18)	DIFFERENCE
B0042 Maintain work order priority lists or registers	60	22	38
H0291 Write training reports	40	6	34
E0151 Perform individual movement techniques for work party security	80	50	30
H0284 Inspect training materials or aids for operation or suitability	40	11	29
B0034 Estimate simple single-craft DSW orders	40	11	29
D0091 Input labor man-hours into computer systems	60	33	27
D0123 Track scheduled work	60	33	27
D0122 Track flow of work	60	33	27
G0253 Review budget requirements	*	56	-56
G0228 Coordinate support requirements, such as logistics, mobility, budget, or personnel, with other organizations	*	56	-56
E0135 Inspect packed or palletized mobility or contingency equipment prior to transport	*	56	-56
H0272 Conduct damage control center training	*	56	-56
E0156 Prepare equipment for deployments	20	72	-52
G0232 Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	*	50	-50
G0221 Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	*	50	-50
G0234 Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	*	50	-50
J0329 Pick up, deliver, or store equipment, tools, parts, or supplies	*	50	-50
J0312 Establish storage requirements for equipment or supplies	*	44	-44
J0321 Maintain equipment or supply storage areas	*	44	-44
G0246 Evaluate prime base engineer emergency force (BEEF) operations	*	44	-44
G0239 Draft budget requirements	*	44	-44

* Denotes less than 1 percent

TABLE 39

REPRESENTATIVE TASKS PERFORMED BY DAFSC 3E691 AFRC PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=19)
G0269 Write or indorse military performance reports	95
I0307 Track or prepare funds or budget	89
G0253 Review budget requirements	89
G0239 Draft budget requirements	89
G0266 Write recommendations for awards or decorations	89
G0221 Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	89
G0232 Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	89
G0258 Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	89
E0160 Request or distribute mobility requirements documents	89
E0133 Fire weapons, such as 9mm pistols or M-16 rifles	89
E0143 Participate in communications security (COMSEC) or operations security (OPSEC) training during contingency exercises or operations	89
G0257 Review inspection reports	89
G0254 Review classified correspondence or documents	89
H0277 Determine training requirements	84
G0246 Evaluate prime base engineer emergency force (BEEF) operations	84
G0228 Coordinate support requirements, such as logistics, mobility, budget, or personnel, with other organizations	84
I0299 Initiate requests for TDY orders	84
E0156 Prepare equipment for deployments	84
G0250 Interpret policies, directives, or procedures for subordinates	84
J0312 Establish storage requirements for equipment or supplies	84
G0259 Review outgoing correspondence or messages	84
J0315 Initiate requisitions for equipment, tools, parts, or supplies	84
AVERAGE NUMBER OF TASKS PERFORMED	142

TABLE 40

TASKS THAT BEST DISTINGUISH BETWEEN DAFSC 3E671 AND DAFSC 3E691 AFRC PERSONNEL

TASKS	DAFSC 3E671 (N=18)	3E691 (N=19)	DIFFERENCE
H0284 Inspect training materials or aids for operation or suitability	11	58	-47
G0268 Write or indorse civilian performance appraisals	11	79	-68
G0227 Conduct supervisory performance feedback sessions	22	84	-62
G0248 Initiate actions required due to substandard performance of personnel	22	79	-57
G0262 Write inspection reports	17	74	-57
G0269 Write or indorse military performance reports	39	95	-56
G0254 Review classified correspondence or documents	33	89	-56
G0266 Write recommendations for awards or decorations	39	89	-51
I0307 Track or prepare funds or budget	39	89	-51
G0267 Write replies to inspection reports	33	84	-51
H0276 Coordinate formal training quotas with appropriate agencies	22	74	-51
G0241 Establish performance standards for subordinates	22	74	-51
F0176 Develop base denial plans	50	74	-24
G0234 Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	50	74	-24
I0308 Write minutes of briefings, conferences, or meetings	44	68	-24
G0236 Develop organizational or functional charts	44	68	-24
F0204 Perform damage control command and control activities	61	84	-23
G0256 Review duty rosters	56	79	-23
I0304 Maintain or update status indicators, such as boards, graphs, or charts	56	79	-23
H0290 Train facility managers	6	26	-21

TABLE 41

RELATIVE PERCENT OF TIME SPENT ACROSS DUTIES BY
FIRST-JOB-IN-CAREER-FIELD (1-48 MONTHS TICF) AFSC 3E6X1 AD PERSONNEL

DUTIES		PERCENT TIME SPENT
A	PERFORMING WORK INFORMATION MANAGEMENT SYSTEM (WIMS) ACTIVITIES	11
B	PERFORMING ZONAL OR CUSTOMER SERVICE ACTIVITIES	23
C	PERFORMING SERVICE CALL OR DAMAGE CONTROL ACTIVITIES	9
D	PERFORMING WORKFORCE MANAGEMENT ACTIVITIES	23
E	PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES	13
F	PERFORMING PRIME BASE ENGINEER EMERGENCY (BEEF) ACTIVITIES	4
G	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	9
H	PERFORMING TRAINING ACTIVITIES	3
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	3
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	2

TABLE 42
REPRESENTATIVE TASKS PERFORMED BY
FIRST-JOB-IN-CAREER-FIELD (1-48 MONTHS TICF) AD PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=48)
B48 Write DSW orders	83
A21 Write WIMS DSW orders	83
B31 Determine types of DSW orders	83
B23 Assign control numbers to work requests, such as work orders or DSW orders	83
D110 Process DSW orders	81
B27 Brief status of requested work to customers	81
A5 Close out WIMS work orders	75
D108 Prepare work orders	73
B47 Upgrade or downgrade DSW orders	73
B26 Brief customers on work requirements	73
C52 Determine category of service calls	73
A17 Process WIMS work orders	71
D109 Prepare written requests	71
B29 Determine classification of work orders	69
B44 Review delinquent DSW orders	65
C50 Assign service calls to cost centers	60
E141 Operate communications network	60
E143 Participate in communications security (COMSEC) or operations security (OPSEC) training during contingency exercises	60
C54 Dispatch do-it-now (DIN) trucks	60
D91 Input labor man-hours into computer systems	54
D112 Process written requests	56
I302 Maintain facility files	52
D86 Evaluate DSW orders or work orders	56

Average number of tasks performed: 73

TABLE 43

EXAMPLES OF AFSC 3E6X1 TASKS WITH HIGHEST TRAINING EMPHASIS RATINGS

TASKS	TNG EMP	PERCENT MEMBERS PERFORMING				
		1-24 MOS TICF	1-48 MOS TICF	3- SKL LVL	7- SKL LVL	9- SKL LVL
B29 Determine classification of work orders	7.60	62	69	76	59	38
E132 Establish or operate damage control centers (DCCs)	7.45	69	73	69	61	63
D112 Process written requests	7.25	46	56	68	48	50
D109 Prepare written requests	7.15	65	71	72	54	63
D110 Process DSW orders	7.00	77	81	79	45	38
B48 Write DSW orders	7.00	77	83	79	46	38
A17 Process WIMS work orders	6.85	73	71	78	46	50
A21 Write WIMS DSW orders	6.80	81	83	84	50	38
B31 Determine types of DSW orders	6.70	77	83	82	45	50
D108 Prepare work orders	6.70	77	73	71	48	50
D91 Input labor man-hours into computer systems	6.65	58	54	52	36	13
B30 Determine legality of base civil engineering (BCE) performing requested work	6.60	19	29	44	50	50
E136 Log and control damage reports, including service call functions	6.55	73	73	71	61	50
A19 Update WIMS daily time records or work schedules	6.50	54	42	49	27	13
B22 Assign Air Force account or cost account codes to work orders	6.50	65	69	69	48	38
B36 Identify reimbursement or refund requirements	6.45	38	38	47	50	50
E141 Operate communications network	6.35	62	60	57	64	63
C50 Assign service calls to cost centers	6.35	50	60	65	36	38
C58 Maintain control of emergency work requirements	6.35	38	40	40	32	13
F204 Perform damage command and control activities	6.35	46	44	50	45	63
C52 Determine category of service calls	6.30	73	73	69	38	38

TE MEAN = 2.54; S.D. = 1.94; HIGH = 4.48

TABLE 44

EXAMPLES OF AFSC 3E6X1 TASKS WITH HIGHEST TASK DIFFICULTY RATINGS

TASKS	TSK DIF	PERCENT MEMBERS PERFORMING					
		1-24 MOS TICF	1-48 MOS TICF	3- SKL LVL	7- SKL LVL	9- SKL LVL	
A6	8.6	4	4	5	11	0	
A14	8.1	0	2	5	7	0	
D104	7.0	15	21	20	13	25	
F192	7.0	0	0	2	0	0	
A20	6.8	0	2	7	11	0	
D102	6.8	0	2	3	5	0	
G215	6.7	4	4	8	27	63	
G265	6.7	0	6	9	25	75	
D106	6.7	0	4	9	18	25	
F195	6.7	0	0	1	0	0	
E138	6.7	31	21	14	18	0	
F197	6.7	0	0	1	0	0	
F175	6.6	4	8	9	13	50	
F190	6.6	4	2	2	0	0	
F176	6.6	8	10	8	5	38	
C63	6.5	8	4	4	4	0	
F168	6.5	12	10	12	11	13	
D100	6.5	4	13	15	36	25	
D103	6.5	19	13	19	23	13	
F191	6.5	4	2	2	0	0	
D105	6.4	4	10	12	13	25	

TD MEAN = 5.00; S.D. = 1.00; HIGH = 6.00

TABLE 45

COMPARISON OF JOB SATISFACTION INDICATORS
TO COMPARABLE SAMPLE BY TICF GROUPS
(PERCENT MEMBERS RESPONDING)

	1-48 MOS TICF		49-96 MOS TICF		97+ MOS TICF	
	1999	COMP	1999	COMP	1999	COMP
	3E6X1	SAMPLE	3E6X1	SAMPLE	3E6X1	SAMPLE
	(N=48)	(N=615)	(N=31)	(N=187)	(N=111)	(N=461)
<u>EXPRESSED JOB INTEREST</u>						
INTERESTING	46	78	55	78	63	77
SO-SO	25	14	29	13	16	13
DULL	29	8	16	9	21	10
<u>PERCEIVED USE OF TALENTS</u>						
FAIRLY WELL TO PERFECT	58	86	81	84	73	85
NONE TO VERY LITTLE	42	14	19	16	27	15
<u>PERCEIVED USE OF TRAINING</u>						
FAIRLY WELL TO PERFECT	54	83	65	85	28	83
NONE TO VERY LITTLE	46	17	35	15	72	17
<u>SENSE OF ACCOMPLISHMENT FROM</u>						
<u>JOB</u>						
SATISFIED	44	78	55	74	60	71
NEUTRAL	19	14	13	8	11	10
DISSATISFIED	37	8	32	18	29	19
<u>REENLISTMENT INTENTIONS</u>						
YES OR PROBABLY YES	71	68	68	72	64	53
NO OR PROBABLY NO	19	22	19	14	9	7
WILL RETIRE	10	10	13	14	27	40

TABLE 46

JOB SATISFACTION INDICATORS FOR
IDENTIFIED JOB GROUPS AND CLUSTERS (PERCENT MEMBERS RESPONDING)
(AD)

	GENERAL OPERATIONS CLUSTER (STG020)	READINESS LOGISTICS & SUPPLY CLUSTER (STG034)	PRIME BEEF/ MOBILITY CLUSTER (STG036)	WIMS NETWORK ADMINISTRATION JOB (STG77)	QA EVALUATOR JOB (STG067)
<u>EXPRESSED JOB INTEREST</u>					
INTERESTING	55	80	60	100	67
SO-SO	22	0	0	0	0
DULL	23	20	40	0	33
<u>PERCEIVED USE OF TALENTS</u>					
FAIRLY WELL TO PERFECT	70	80	60	100	33
NONE TO VERY LITTLE	30	20	40	0	67
<u>PERCEIVED USE OF TRAINING</u>					
FAIRLY WELL TO PERFECT	71	60	75	33	67
NONE TO VERY LITTLE	29	40	25	67	33
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>					
SATISFIED	55	40	60	100	67
NEUTRAL	15	20	0	0	0
DISSATISFIED	30	40	40	0	33
<u>REENLISTMENT INTENTIONS</u>					
YES OR PROBABLY YES	70	60	80	0	67
NO OR PROBABLY NO	11	40	0	67	0
WILL RETIRE	19	0	20	33	33

TABLE 47

JOB SATISFACTION INDICATORS FOR
IDENTIFIED JOB GROUPS AND CLUSTERS (PERCENT MEMBERS RESPONDING)
(ANG)

	GENERAL OPERATIONS CLUSTER (STG020)	READINESS LOGISTICS & SUPPLY CLUSTER (STG034)	PRIME BEEF/ MOBILITY CLUSTER (STG036)
<u>EXPRESSED JOB INTEREST</u>			
INTERESTING	91	100	82
SO-SO	8	0	18
DULL	1	0	0
<u>PERCEIVED USE OF TALENTS</u>			
FAIRLY WELL TO PERFECT	95	100	82
NONE TO VERY LITTLE	5	0	18
<u>PERCEIVED USE OF TRAINING</u>			
FAIRLY WELL TO PERFECT	92	100	82
NONE TO VERY LITTLE	8	0	18
<u>SENSE OF ACCOMPLISHMENT</u>			
FROM JOB			
SATISFIED	90	100	55
NEUTRAL	5	0	27
DISSATISFIED	5	0	18

TABLE 48

JOB SATISFACTION INDICATORS FOR
IDENTIFIED JOB GROUPS AND CLUSTERS (PERCENT MEMBERS RESPONDING)
(AFRC)

	GENERAL OPERATIONS CLUSTER (STG020)	READINESS LOGISTICS & SUPPLY CLUSTER (STG034)	PRIME BEEF/ MOBILITY CLUSTER (STG036)
<u>EXPRESSED JOB INTEREST</u>			
INTERESTING	100	67	67
SO-SO	0	0	33
DULL	0	33	0
<u>PERCEIVED USE OF TALENTS</u>			
FAIRLY WELL TO PERFECT	100	67	83
NONE TO VERY LITTLE	0	33	17
<u>PERCEIVED USE OF TRAINING</u>			
FAIRLY WELL TO PERFECT	81	83	83
NONE TO VERY LITTLE	19	17	17
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>			
SATISFIED	81	67	67
NEUTRAL	8	0	18
DISSATISFIED	12	33	17

APPENDIX C
LISTING OF MODULES AND TASK STATEMENTS

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These task modules (TMs) were developed in order to organize and summarize the extensive task information of this specialty. The TMs were developed by statistically clustering tasks, which are coperformed by the same incumbents, then asking SMEs to refine the statistical clusters and provide titles for the resulting groups. Statistical coperformance is a measure of how probable it is that a task will be performed with another task, based upon the responses of surveyed personnel. For example, if an individual performs one storeroom task, the probability is very high that he or she will perform other equipment/supply tasks. Thus, the group of supply/equipment tasks can be considered a "natural group" of associated or related tasks (see TM 5 below). The statistical clustering generally approximates these "natural groupings", while SME judgments correct any problems that result from, for example, statistical anomalies.

The title of each TM is a best estimate as to the generic subject content of the group of tasks. The TMs are useful for organizing the task data into meaningful units and as a way to concisely summarize the extensive job data. However, TMs are only one way to organize the information. Other strategies may also be valid.

0001 GP0001 - CONTROLLING

- 1 A0004 Cancel WIMS work orders
- 2 A0005 Close out WIMS work orders
- 3 A0017 Process WIMS work orders
- 4 A0021 Write WIMS DSW orders
- 5 B0022 Assign Air Force account or cost account codes to work orders
- 6 B0023 Assign control numbers to work requests, such as work orders or DSW orders
- 7 B0026 Brief customers on work requirements
- 8 B0027 Brief status of requested work to customers
- 9 B0029 Determine classification of work orders
- 10 B0031 Determine types of DSW orders
- 11 B0044 Review delinquent DSW orders
- 12 B0047 Upgrade or downgrade DSW orders
- 13 B0048 Write DSW orders
- 14 C0050 Assign service calls to cost centers
- 15 C0052 Determine category of service calls
- 16 C0054 Dispatch do-it-now (DIN) trucks
- 17 D0086 Evaluate DSW orders or work orders
- 18 D0108 Prepare work orders
- 19 D0109 Prepare written requests
- 20 D0110 Process DSW orders
- 21 D0112 Process written requests

0002 GP0002 - SCHEDULING

- 1 A0010 Input actual hours and deviations on WIMS weekly work schedules
- 2 A0019 Update WIMS daily time records or work schedules
- 3 B0024 Assign work requirements to cost centers
- 4 B0045 Review work requests for adequacy, justification, or validity
- 5 B0049 Write work status reports
- 6 C0051 Coordinate contingencies or emergencies with appropriate agencies
- 7 C0058 Maintain control of emergency work requirements
- 8 C0066 Track emergency work requirements
- 9 D0071 Assign work orders to workcenters
- 10 D0076 Coordinate scheduled work with customers
- 11 D0080 Develop daily or weekly work schedules
- 12 D0085 Establish work order start or completion dates
- 13 D0091 Input labor man-hours into computer systems
- 14 D0092 Input weekly or monthly labor estimates into computer systems
- 15 D0098 Maintain work status reports
- 16 D0111 Process work orders, other than WIMS
- 17 D0113 Research work status reports
- 18 D0115 Review facility files
- 19 D0118 Review work order folders
- 20 D0122 Track flow of work
- 21 D0123 Track scheduled work
- 22 I0302 Maintain facility files

0003 GP0003 - PRODUCTION CONTROL

- 1 A0002 Analyze WIMS in-service work plan (IWP) imbalances
- 2 A0008 Draft WIMS maintenance action sheets (MASs)
- 3 A0011 Maintain WIMS completed job order tape files for direct schedule work (DSW)
- 4 A0012 Maintain WIMS work order directory
- 5 A0013 Modify WIMS IWPs
- 6 B0025 Audit full-cost visibility (FCV) work orders
- 7 B0028 Coordinate self-help work materials requirements with customers
- 8 B0030 Determine legality of base civil engineering (BCE) performing requested work
- 9 B0032 Draft or prepare collection work order number (CWON) lists
- 10 B0033 Establish customer account codes

- 11 B0034 Estimate simple single-craft DSW orders
- 12 B0035 Identify real property capitalization requirements
- 13 B0036 Identify reimbursement or refund requirements
- 14 B0037 Identify work for contracts
- 15 B0038 Maintain BCE DSW order logs
- 16 B0039 Maintain completed DSW order files
- 17 B0040 Maintain cost account codes
- 18 B0041 Maintain customer account codes
- 19 B0042 Maintain work order priority lists or registers
- 20 B0043 Process change orders for work orders
- 21 B0046 Update automated DSW order systems
- 22 C0053 Determine currency of base maps
- 23 C0057 Maintain beepers
- 24 C0059 Maintain night service call event logs
- 25 D0067 Analyze capability requirements
- 26 D0068 Analyze costs
- 27 D0069 Analyze facility requirements
- 28 D0070 Analyze manpower requirements
- 29 D0072 Consolidate work requirements by facilities or workcenters
- 30 D0073 Coordinate briefings with BCE
- 31 D0075 Coordinate identified work changes with appropriate agencies
- 32 D0077 Coordinate shop work requirements with appropriate agencies
- 33 D0079 Coordinate work plans with appropriate agencies
- 34 D0081 Develop, implement, or monitor priority program
- 35 D0082 Draft base-wide announcements for utility outages or traffic flow interruptions
- 36 D0083 Draft or write IWPs, other than WIMS
- 37 D0087 Examine work orders for recurring work program (RWP) inputs
- 38 D0088 Identify carryover work
- 39 D0089 Initiate change orders for work orders
- 40 D0090 Initiate method improvement studies
- 41 D0093 Maintain automated RWPs
- 42 D0094 Maintain CWON lists
- 43 D0095 Maintain IWPs
- 44 D0096 Maintain priority program for work orders
- 45 D0097 Maintain warranty and guarantee program
- 46 D0099 Mark "as built" drawings
- 47 D0100 Perform automated data analyses
- 48 D0101 Perform EPS applications or analyses
- 49 D0103 Perform reimbursements procedures
- 50 D0104 Perform RWP analyses
- 51 D0105 Perform semiannual trend analyses on DSW orders
- 52 D0106 Perform work order variance analyses

- 53 D0114 Review BCE IWPs
- 54 D0116 Review job stoppage reports
- 55 D0119 Review or determine impact of material delivery dates
- 56 D0121 Schedule initial release of DSW orders or work orders
- 57 G0216 Analyze workload requirements
- 58 G0230 Determine approval levels for DSW orders
- 59 G0231 Determine approval levels for work orders
- 60 H0290 Train facility managers
- 61 J0328 Perform file maintenance on work order master (WCM) files or work order shop (WCN) files
- 62 J0330 Prepare changes for table of allowance (TA) reviews
- 63 J0331 Prepare material deficiency reports (MDRs)

0004 GP0004 - READINESS

- 1 C0056 Maintain base recovery checklists
- 2 C0060 Maintain portable radios
- 3 C0061 Maintain recall personnel listings
- 4 C0062 Maintain standby personnel listings
- 5 C0064 Plot contingency or emergency locations on base maps
- 6 C0065 Plot equipment or vehicle locations on base layout maps
- 7 E0124 Assemble cover, concealment, and deception (CCD) equipment
- 8 E0125 Assemble folding fiberglass mats (FFMs)
- 9 E0128 Dispatch craftsmen, equipment, and material
- 10 E0129 Disperse CCD equipment
- 11 E0130 Don or doff chemical warfare personal protective clothing
- 12 E0131 Establish or operate single-point control centers
- 13 E0132 Establish or operate damage control centers (DCCs)
- 14 E0133 Fire weapons, such as 9mm pistols or M-16 rifles
- 15 E0134 Inspect mobility bags or kits
- 16 E0135 Inspect packed or palletized mobility or contingency equipment prior to transport
- 17 E0136 Log and control damage reports, including service call functions
- 18 E0137 Maintain accountability of personnel selected to fill operations plan (OPLAN) requirements
- 19 E0138 Maintain base OPLAN files
- 20 E0139 Maintain deployed personnel accountability
- 21 E0140 Maintain disaster preparedness checklists
- 22 E0141 Operate communications network
- 23 E0142 Participate in base denial techniques

- 24 E0143 Participate in communications security (COMSEC) or operations security (OPSEC) training during contingency exercises or operations
- 25 E0144 Participate in convoy techniques for work party security
- 26 E0145 Perform camouflage procedures
- 27 E0146 Perform camp security
- 28 E0147 Perform chemical warfare agent decontamination procedures
- 29 E0148 Perform cover and concealment techniques for work party security
- 30 E0149 Perform explosive ordnance reconnaissance
- 31 E0150 Perform force beddowns
- 32 E0151 Perform individual movement techniques for work party security
- 33 E0152 Perform military field sanitation techniques
- 34 E0153 Perform personal hygiene techniques under field conditions
- 35 E0154 Perform shelter team manager or member duties
- 36 E0155 Perform or set up site security
- 37 E0156 Prepare equipment for deployments
- 38 E0157 Prepare sites at deployed locations, such as cutting grass or removing snow
- 39 E0158 Process classified materials or documents at deployed locations
- 40 E0159 Provide OPLAN requirements status listings to unit commanders
- 41 E0162 Set up or tear down shelters
- 42 E0163 Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles
- 43 F0164 Assemble AM-2 matting
- 44 F0165 Assess base facility damage
- 45 F0166 Assist in evaluating airfield assault strips
- 46 F0167 Assist in evaluating landing zones
- 47 F0168 Compute repair quality criteria (RQC) for rapid runway repairs (RRRs)
- 48 F0175 Develop bare base plans
- 49 F0176 Develop base denial plans
- 50 F0177 Develop camp cantonment layouts
- 51 F0179 Erect or tear down bare base structures
- 52 F0181 Identify bomb crater damages
- 53 F0182 Identify natural and man-made resources for cantonment areas
- 54 F0183 Identify and report suspected unexploded ordnance (UXO)
- 55 F0184 Inspect and report base damages
- 56 F0203 Perform damage assessments
- 57 F0204 Perform damage control command and control activities
- 58 F0205 Perform damage control duties, other than command and control activities
- 59 F0208 Perform self-aid and buddy care
- 60 F0210 Perform survival recovery cell operations
- 61 F0211 Plot damage assessments
- 62 F0213 Prepare cantonment area maps
- 63 I0298 Initiate or maintain standby rosters or workcenter pyramid recall rosters
- 64 I0304 Maintain or update status indicators, such as boards, graphs, or charts

0005 GP0005 - RECORD KEEPING

- 1 G0218 Assign personnel to work areas or duty positions, other than mobility, contingency, or training positions
- 2 G0221 Conduct general meetings, such as staff meetings, briefings, conferences, or workshops
- 3 G0233 Determine or establish work assignments or priorities
- 4 G0235 Develop or establish work methods or procedures
- 5 G0260 Review work priorities
- 6 G0264 Write operations instructions
- 7 H0285 Maintain training records or files
- 8 I0292 Compile data for records, reports, logs, or trend analyses
- 9 I0301 Maintain administrative files
- 10 I0308 Write minutes of briefings, conferences, or meetings
- 11 J0309 Analyze computer output products

0006 GP0006 - SUPERVISORY EVALUATION

- 1 G0217 Annotate time and attendance sheets for civilian employees
- 2 G0219 Assign sponsors for newly assigned personnel
- 3 G0226 Conduct supervisory orientations for newly assigned personnel
- 4 G0227 Conduct supervisory performance feedback sessions
- 5 G0229 Counsel subordinates concerning personal matters
- 6 G0240 Draft supplements or changes to directives, such as policy directives, instructions, or manuals
- 7 G0241 Establish performance standards for subordinates
- 8 G0245 Evaluate personnel for promotion, demotion, reclassification, or special awards
- 9 G0248 Initiate actions required due to substandard performance of personnel
- 10 G0249 Initiate personnel action requests
- 11 G0250 Interpret policies, directives, or procedures for subordinates
- 12 G0255 Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals
- 13 G0263 Write job or position descriptions
- 14 G0266 Write recommendations for awards or decorations
- 15 G0268 Write or indorse civilian performance appraisals
- 16 G0269 Write or indorse military performance reports
- 17 H0289 Select individuals for specialized training

0007 GP0007 - READINESS ADMINISTRATION

- 1 G0256 Review duty rosters
- 2 G0259 Review outgoing correspondence or messages
- 3 G0261 Schedule personnel for temporary duty (TDY) assignments, leaves, or passes
- 4 H0271 Brief personnel concerning training programs or matters
- 5 H0272 Conduct damage control center training
- 6 H0275 Conduct on-the-job training (OJT)
- 7 H0277 Determine training requirements
- 8 H0279 Develop training programs, plans, or procedures
- 9 H0288 Schedule training sessions
- 10 I0299 Initiate requests for TDY orders

0008 GP0008 - READINESS LOGISTICS

- 1 G0232 Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace
- 2 J0310 Coordinate maintenance of equipment with appropriate agencies
- 3 J0312 Establish storage requirements for equipment or supplies
- 4 J0315 Initiate requisitions for equipment, tools, parts, or supplies

0009 GP0009 - READINESS NCOIC

- 1 D0117 Review self-inspection programs
- 2 E0160 Request or distribute mobility requirements documents
- 3 G0215 Allocate funds
- 4 G0228 Coordinate support requirements, such as logistics, mobility, budget, or personnel, with other organizations
- 5 G0234 Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans
- 6 G0236 Develop organizational or functional charts
- 7 G0238 Develop self-inspection or self-assessment program checklists
- 8 G0239 Draft budget requirements
- 9 G0252 Participate in operational evaluations or tests
- 10 G0253 Review budget requirements
- 11 G0258 Review mobility, contingency, disaster preparedness, or unit emergency or alert plans

- 12 G0265 Write staff studies, surveys, or routine reports, other than training or inspection reports
- 13 G0267 Write replies to inspection reports
- 14 I0307 Track or prepare funds or budget

0010 GP0010 - LOGISTICS

- 1 J0319 Maintain documentation on items requiring periodic inspections or calibrations
- 2 J0320 Maintain equipment maintenance schedules
- 3 J0322 Maintain organizational shop equipment or supply records
- 4 J0323 Maintain property custody authorization/custody receipt listings (CA/CRLs)
- 5 J0324 Maintain serial number listings
- 6 J0333 Research numbers for local purchase items, such as federal stock numbers (FSNs) or part numbers (PNs)
- 7 J0334 Research supply documents, such as TAs

0011 GP0011 - COORDINATE REPAIRS

- 1 E0127 Dig trenches
- 2 F0170 Construct concrete slabs for runway repairs
- 3 F0171 Construct fiberglass reinforced polyurethane (FRP) for runway repairs
- 4 F0172 Construct field fortifications
- 5 F0186 Install concrete slabs
- 6 F0187 Install polyurethane impregnated fiberglass mats (IFMs)
- 7 F0193 Lay out minimum operating strip (MOS) centerlines
- 8 F0194 Lay out taxiway and runway traffic markings
- 9 F0198 Operate RRR equipment
- 10 F0199 Perform bomb damage repairs, other than crater repairs
- 11 F0200 Perform camp cantonment construction techniques
- 12 F0201 Perform crater layout surveys
- 13 F0202 Perform crater profile measurements (CPMs)
- 14 F0206 Perform emergency shutoff procedures for base utility systems
- 15 F0207 Perform scab or spall repairs
- 16 F0209 Perform small crater crushed-stone repairs
- 17 F0212 Position AM-2 matting
- 18 F0214 Repair bomb craters

0012 GP0012 - COORDINATE CONTINGENCY REQUIREMENTS

- 1 D0102 Perform maintenance analyses
- 2 F0169 Construct berms or dikes
- 3 F0173 Construct field latrines
- 4 F0174 Construct field utility systems
- 5 F0178 Erect concrete portable revetments for aircraft parking
- 6 F0180 Erect steel revetments
- 7 F0185 Install airfield lighting
- 8 F0188 Install secondary distribution centers
- 9 F0189 Install tent lighting
- 10 F0190 Install or remove aircraft arresting systems
- 11 F0191 Lay out aircraft revetments
- 12 F0192 Lay out airfield lighting or navigational aids
- 13 F0195 Maintain airfield lighting
- 14 F0196 Maintain field engineering directives
- 15 F0197 Maintain secondary distribution centers

0013 GP0013 - WIMS ADMINISTRATION

- 1 A0001 Analyze impact of work information management system (WIMS) changes or modifications
- 2 A0003 Assign WIMS passwords
- 3 A0006 Develop or write WIMS software programs
- 4 A0007 Distribute WIMS software programs
- 5 A0009 Identify problems within WIMS
- 6 A0014 Modify WIMS software programs
- 7 A0015 Perform minor maintenance on WIMS printers
- 8 A0016 Perform WIMS backup and restore functions
- 9 A0018 Review WIMS hardware maintenance contracts
- 10 A0020 Verify integrity of WIMS databases, such as after downtimes or modifications

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